

POLICIES - BOARD OF GOVERNORS

TITLE: TENDERS		D4
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It is the policy of the Board of Governors that Physical Resources and Property Projects be awarded by public or invitational tender:

PROCEDURES

The definition of public tender shall include a public pre-qualification process that is advertised to the public in accordance with Section 1.4 of this policy. Evaluation criteria for pre-qualification shall include, but is not limited to, demonstrated experience, bonding capability, concurrence to the Occupational Health and Safety policies and practices in place at the College, and demonstrated project delivery capabilities. After meeting the criteria for pre-qualification, a list of qualified contractors will be maintained, and those contractors may be invited as required to quote on specified projects.

- A. PROJECTS OF \$60,000 OR MORE
 - 1. All Construction/Renovation projects falling within the \$60,000 to \$150,000 range shall be awarded by public or invitational tender at the discretion of the Director Physical Resources.
 - 2. All Construction/Renovation projects falling within the \$150,000 to \$250,000 range shall be awarded by public tender, or, at the discretion of the Vice President Finance and Administration, by invitational tender.

3. All Construction/Renovation projects whose value may exceed \$250,000 shall be awarded by public tender.
4. Calls for public tender shall be advertised through at least one of the following procedures:
 - a) in a minimum of one English local newspaper
 - b) on the MERX system, or
 - c) through the Ottawa Construction Association.

All public tenders shall have an established tendering period of not less than two weeks, unless otherwise authorized by the President or his designate.

5. There shall be a tendering period of not less than seven days for invitational tenders, unless otherwise specified by the Vice-President, Finance and Administration.
6. Tenders shall be opened on the day and at the time designated in the advertisement/invitation unless altered by an addendum to the specifications/tender.
7. Tenders shall be addressed to the Board of Governors with a delivery address to the Purchasing department. All public tenders or invitational tenders in excess of \$150,000 will be opened by the Manager of the Purchasing department in the presence of the manager of the user department, the Treasurer of the Board of Governors, or their designates.

Invitational tenders under \$150,000 may be opened by the Manager of the Purchasing department in the presence of the user department or their designates, or by the Director Physical Resources or designate.

8. The lowest tender that represents the best value to Algonquin College shall be accepted, unless otherwise agreed to by the Vice President Finance and Administration.
9. All contracts in the name of the Corporation shall be signed by the Chair or a Vice Chair of the Board of Governors or the President, and by the Secretary or the Treasurer of the Board of Governors. The Secretary shall affix the Corporate Seal and the Office of the Board of Governors shall act as custodian of such documents.

B. PROJECTS OF \$10,000 TO \$60,000

The following procedures are recommended with respect to tendering for contracts of \$10,000 to \$60,000.

1.
 - a) a minimum of three quotations will be sought;
 - b) written quotes will be required;
 - c) the lowest suitable bid will be accepted.

2. Where emergency or unusual market conditions exist, procedures will be assessed and dictated by the Director of Physical Resources.

C. PROJECTS LESS THAN \$10,000

1. Requisitions for work/supplies under \$10,000 will have one or more quotes at the discretion of the Director Physical Resources or his designate.

ANY EXCEPTIONS TO THE ABOVE POLICY MAY BE MADE ONLY ON THE RECOMMENDATION OF THE CHAIR OF THE BOARD OF GOVERNORS.