



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

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BOARD REGULATION BR111

TENDERING CAPITAL CONSTRUCTION AND RENOVATION PROJECTS

PREAMBLE

It is a policy of the Sudbury Catholic District School Board that whenever possible and practical, contracts for all capital construction, renovation and maintenance projects shall be secured through a process of competitive bidding involving either tender calls or requests for quotations.

REGULATIONS

1. Tenders shall be called and/or price quotations obtained according to the following guidelines:
 - a. All contracts for projects estimated to cost in excess of \$100,000 shall be secured through publicly advertised tender calls and awarded by Board motion.
 - b. All contracts for projects to cost more than \$50,000 and not exceeding \$100,000 shall be secured through publicly advertised tender calls and awarded by the Superintendent of Business and Finance or designate.
 - c. All contracts for projects estimated to cost more than \$30,000 and not exceeding \$50,000 shall be secured by obtaining a minimum of two written quotations from a list of reputable contractors established and updated regularly by the Superintendent of Business and Finance or designate.
 - d. All contracts for projects estimated to cost more than \$10,000 and not exceeding \$30,000 shall be secured by obtaining a minimum of two verbal quotations from a list of reputable contractors established and updated regularly by the Superintendent of Business and Finance or designate.
 - e. All contracts for projects estimated to cost \$10,000 or less shall be secured by obtaining a minimum of one verbal quotation from a reputable contractor.
 - f. Notwithstanding c) and d) and e) above the publicly advertised tender process may be used to secure any contract whenever the Superintendent of Business and Finance or designate judges it to be in the best interest of the Board to do so.
 - g. Notwithstanding a), b), c) and d) above, where deemed to be in the best interest of the Board, the Superintendent of Business and Finance or designate, in consultation with the Chairperson of the Board and the Director of Education, shall have the authority to negotiate contracts that normally would fall into the tendering or quotation process. The Superintendent of Business and Finance would report to the Board.
 - h. Notwithstanding a), b), c), d) and g) above, in the event of an emergency and that the time lines would not be deemed to be in the best interest of the Board, the Superintendent of Business and Finance or designate, in consultation with the Director of Education, shall have the authority to negotiate the purchase of supplies, services and equipment that normally would fall into the tendering or quotation process. The Superintendent of Business and Finance would report to the Board.
2. The procedure for the calling of sealed tenders established by the Board shall be followed unless otherwise approved by the Board.

Monitoring:

Methods:

Frequency:

Approval Date: April 3, 2007

Effective Date: April 3, 2007

Last Review Date: September 18, 2007

Revised: September 18, 2007

Signature of Chairperson of the Board: _____

Signature of the Secretary of the Board: _____