



7.03 Contract Bidding, Tendering and Awards

7. Facility Maintenance - Administrative Procedure Manual

Contracts

Construction contracts will be opened to tender. The lowest bid will not necessarily be the one accepted.

At the time the contract is open for tender, the requirements for criminal record and child abuse registry checks shall be stated. Requirements for coordination of safety programs shall be stated. Preference for COR-certified companies shall be stated.

At the site meeting with prospective bidders, the Pine Creek School Division Coordination of Safety Programs form and the Contractor Compliance Management Checklist shall be made available to bidders and the requirements for maintaining a safe work site shall be plainly stated. Bidders shall be reminded of the requirements for criminal record and child abuse registry checks.

Bids accompanied by a completed Pine Creek School Division Coordination of Safety Programs form shall be considered. Bids submitted without a completed Coordination of Safety Programs form shall be disqualified.

Once bids have been received, contractors shall be provided with the Contractor Compliance Management Checklist. All required information shall be provided by the contractor. Incomplete checklists or non-submission of the checklists shall cause the contractor to be disqualified from the bidding process.

Acceptance of the construction contract will take place at a regular or special Board meeting. Formal notice of the contract award will be given to the successful bidder and the architect or consultant.

In awarding the contract, the architect or consultant will prepare the contracts in accordance with the Division procedures, the provisions as set forth in the plans and specifications and the Canadian Construction Documents Committee's standard forms.

Tendering

All divisional equipment and supply purchases in excess of the provincial threshold as outlined in the Public Schools Act (70) shall be tendered in accordance with the minister's regulations.

The Supervisor in charge of the tendered product or service will review all tenders and provide recommendation to the Division.

Tenders may be invited by direct contact with suppliers.

All requests for tenders shall include the following: “Lowest or any tender not necessarily accepted.”

Tenders that are invited by public advertisement shall be:

1. Published for two consecutive weeks
2. Accepted at Division Office
3. Close at least fourteen days after date of last publication

Immediately following the award of the tender, all bidders will be advised accordingly. Where invitations to tender are sent directly to suppliers, it is the responsibility of the Division to follow up with each vendor after receiving the tender award from the Board of Trustees.

In the case that invites to tender are sent directly to vendors, bidders' prices will not be published; however, where any bidder inquires, he may be advised of bidder's prices.

Supplies and services not meeting the threshold requirements of the province may be processed through a Request for Proposal.

Contractor Safety Program

Workplace Safety and Health Program Protecting Contractors and Self-employed people while working for the school division.

All potential and existing contractors and self-employed persons considered for contracted work will be evaluated on the basis of their past safety practices and safety program status.

The Pine Creek School Division will also screen contractors and self-employed persons for their willingness to participate in our safety program including procedures, policies and regular monitoring of their work as it relates to safety.

Large Tendered Projects

Tender Prequalification shall provide specific information regarding the safety record and specific safety training of employees of the potential contractor and outstanding DOL improvement orders.

Contractors shall include a copy of their workplace safety and health plan with the tender.

Contractors safety plan and records shall be reviewed by the Maintenance Coordinator taking into consideration the risks and hazards of the contracted work versus the safety training of the contractors' workers.

Any prequalification received without the contractors' safety record and safety and health plan will not be considered (this statement is to be included in the terms and conditions and contract documents).

All contractors shall be regularly monitored for safety by the Maintenance Coordinator or his/her designate. The frequency of inspections (including documentation) will be dependent upon the work hazards, size of project, incidents, work location, etc.

Ongoing Maintenance Contractors

The Pine Creek School Division uses many contractors regularly to perform repairs and maintenance in and on our properties.

Contractors will be required to sign a Contractor Safety Agreement and are expected to be familiar with and follow our safety policies and procedures at all times while working in or on our property. Each contractor working on our property will be monitored by the Maintenance Coordinator whose responsibility it is to ensure that all safety requirements are met. Initially all contractors will be required to meet and fill out our Contractor Compliance Checklist.

Contractors will provide documentation of WCB, liability insurance and a copy of their workplace safety and health plan (or sign an agreement to read, understand and follow the Pine Creek School Division's Safety and Health Plan).

Contractors shall provide documentation of employee training that will confirm safety training for each employee. Contractors shall update additional employee training, new equipment and training or additional work hazards as they become known.

Accident Reporting

Contractors are required to report accidents/incidents to the Maintenance Coordinator should one happen, reporting should happen directly, dependent upon the seriousness, but no longer than 24 hours after an accident or incident.

Yearly

A signing authority from the contractor shall meet with the Pine Creek School Division management to review safety and health issues, update employee training information, provide updates on new equipment and techniques, sign and complete this form, bring forward any information that they are aware of that may affect the health of their employees or any other person.