
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: FCA
Policy Title: Construction Tendering
Cross Reference: FC
Legal Reference: Alta. Infrastructure –School
Capital Manual, AIT, TILMA
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**Amendment or Re-
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POLICY

FOR CONSTRUCTION PROJECTS WHERE THE DIVISION IS ABLE TO ACT AS ITS OWN CONTRACTOR, THE TENDERING PROCESS AND AWARDING OF THE FINAL CONTRACT OR SUB-CONTRACTS SHALL BE ACQUIRED ON GENERALLY COMPETITIVE TERMS AND WILL OFFER CONTRACTS FOR CONSTRUCTION SERVICES TO OBTAIN THE BEST VALUE FOR THE BOARD. THE TENDERING OF CONTRACTS WILL FOLLOW INDUSTRY STANDARDS AND PROVIDE A FAIR AND OPEN PROCESS TO PRODUCE QUALITY CONSTRUCTION WORK.

REGULATIONS

1. Construction projects estimated to be greater than \$50,000 will be tendered to selected contractors who have pre-qualified and are recorded as ‘Source Listed’ contractors with Facilities, or Facilities will publicly tender, with all tenders publicly opened. Construction projects estimated to less than \$50,000 will be awarded through a request for quote process.
2. Attempts will be made to obtain a minimum of three bidders.
3. All tendering will be in compliance with the MASH Annex of The Agreement on Internal Trade (AIT) and the Alberta-British Columbia Trade, Investment, and Labour Mobility Agreement (TILMA).
4. Facility representatives will treat contractors and suppliers in a fair and equitable manner and both parties will adhere to the terms and requirements of the contract documents.
5. All things being equal (that is, quality, delivery, suitability and compatibility of product, service, environmental issues and payment terms) the award will normally be made to the lowest qualified bidder. Facilities may recommend and select a contractor other than the lowest bidder if it represents optimum value.
6. Where price is not the sole factor determining the tender award, the evaluation process with its associated factors and weightings will be disclosed.
7. A call for tenders for construction projects will be made through one or more of the following methods:
 - 7.1. Advertising in newspapers as chosen by the Facilities Manager.
 - 7.2. The use of direct invitations to contractors carried on ‘Source Lists’ maintained at Facilities.
 - 7.3. For projects in excess of \$200,000 an electronic tendering method will be used in compliance with the AIT and TILMA.

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- 7.4. For projects less than \$200,000 ‘Source Lists’ are typically used, however the most appropriate tendering style will be chosen from one of the three above based on project type.
8. Potential contractors and suppliers of construction goods and services are invited to pre-qualify in order to be placed on Facilities Source Lists. These Source Lists may be used to invite contractors to tender on construction projects, maintenance projects, and smaller repair works of \$200,000.00 or less.
 - 8.1. The following assessment guidelines will be used to pre-qualify applicants:
 - 8.1.1. Technical. An evaluation is made of past performance related to estimations accuracy, project management personnel, site superintendent, cost reporting ability and systems, and scheduling.
 - 8.1.2. Resources. Does the firm have sufficient human and equipment resources to complete the contemplated work? Firms should identify approximate volumes of work over the past five years.
 - 8.1.3. Financial. The firm’s financial resources, bonding capacity, work on hand, and credit rating.
 - 8.1.4. Management. Are the firm’s principles, senior project managers, and other key staff local (reside in Alberta).
 - 8.1.5. Service. Does the firm have adequate technical support in staff and administration systems, a suitable post construction service capability, and a good track record with Facilities?
 - 8.1.6. Facilities encourages all prospective contractors to apply for qualification of the Source List designation.