

## **TENDERING OF BUILDING CONTRACTS**

1. For all projects estimated to cost no more than \$1,000.00, the Director of Operations shall choose a contractor by comparative selection.
2. For all projects estimated to cost more than \$1,000.00, but not more than \$10,000.00, the Director of Operations shall negotiate directly with the contractors.
3. For all projects estimated to cost more than \$10,000.00, the Secretary-Treasurer shall request quotations from all contractors whom he/she considers able and/or interested in working on the project.
4. For projects estimated to be greater than \$75,000, the Secretary-Treasurer shall advertise a call for “tenders” or a “Request for proposal”. The advertisement shall indicate the date and time by which tenders shall be received and the date and time when they shall be opened.
5. All tenders received in excess of \$200,000.00 shall be laid before the Board at its next regular meeting or at a special meeting, if it has been called for the purpose of dealing with the tenders.
6. On all building projects with an estimated value of \$50,000.00 or more, the Secretary Treasurer shall employ a bid depository system for all sub-trades through the appropriate construction associations.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
National Building Code

Adopted: March 11, 1998  
Amended: September 1, 2018