

POLICY: <u>CONSTRUCTION TENDERING AND CHANGE ORDER</u> # <u>312</u>		
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APPROVAL/REVISION DATE: <u>October 2016</u>	EFFECTIVE DATE: <u>October 2016</u>	REVIEW DATE: <u>October 2021</u>
CROSS REFERENCE: <u>Board Budget Manual</u>		

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board recognizes that decisions regarding the awarding of construction projects and approval of change orders should be made in a timely and efficient manner.
- 1.2 The Board therefore, delegates the authority as outlined in the following policy guidelines.

B: GUIDELINES

2. Construction Tendering

- 2.1 All construction projects must be tendered publicly in accordance with the Board's Purchasing Policy 306.
- 2.2 Tenders are to be opened by a committee consisting of:
 - Director of Education;
 - Superintendent of Business and Corporate Services;
 - Manager of Plant Services;
 - Appointed Architect; and
 - Board Chairperson or delegate.
- 2.3 The architect's responsibilities are to review the bids for completeness and to ensure conformity to accepted tendering standards and procedures.
- 2.4 The architect will provide a recommendation to the Board of Trustees regarding the granting of the project to the successful bidder.
- 2.5 Awarding of contracts to successful bidders require Board approval.
 - 2.5.1 In special circumstances, the Board may choose to authorize the Chairperson to award the contract to the successful bidder on their behalf.

3. Approval of Change Orders

- 3.1 The Director of Education is authorized to approve change orders on behalf of the Board of Trustees within the limits of the construction contingency allowance. Change Orders approved by the Director of Education will be forwarded to the Board as information items.
- 3.2 Once the limit of the construction contingency allowance has been exceeded, Change Orders will be forwarded to the Board for approval.
- 3.3 Any Change Order (addition or deletion) that significantly affects the nature of the project or commits 25% or more of the contingency (\$15,000 minimum) will be presented to the Board for approval.
- 3.4 In circumstances when it is not practical to wait for Board approval without stopping the project, the Director of Education will authorize the required Change Order and seek confirmation by the Board at the first available opportunity.