

Procurement Policy –Facility Services

May 2006

Purpose:

This policy is to provide process guidelines for procurement of services for work related to: construction projects; major renovations; repairs and alterations; & major equipment installations. The objective of this policy is to allow all suppliers of such services fair and equitable access to contracts with the University under a competitive bidding structure for larger dollar contracts.

The process followed for obtaining bids is based on the **total estimated contract cost ranges for the project:**

- 1) Greater than \$100,000
- 2) \$50,000 to \$99,999
- 3) \$10,000 to \$49,999
- 4) Under \$10,000

General Conditions:

For any cost range, the procurement of contractor services can be achieved by one of the following methods: Tenders, Request for Proposals, or Request for Quotes depending on the scope of work and nature of the project. Each project will have a “Project Manager” assigned from Facility Services.

Contractors shall generally be required to pre-qualify not less than once per year by providing the requested information from the University. Interested contractors will submit a completed Canadian Construction Association Document #11 and copies of insurance and bonding limitations from their respective agencies.

Some tenders will be opened in a public meeting forum. This will be indicated in the tender/bid documents. The University Tender Opening committee is comprised of representatives from Facility Services and the Finance Department. The base price bid will be recorded at the public meeting. Any other detailed review will be done in private by the Project Manager or consultant assigned by the University to ensure compliance of specifications. The Project Manager or consultant will notify the successful bidder.

Bonding requirements will be disclosed in the tender/bid documents. Failure to supply the required bonding will result in tenders being rejected and returned to the bidder.

In the case of emergency repairs, the competitive bidding process may not be necessarily be able to be followed.

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1) Total estimated contract cost for the project is greater than \$100,000

- i) A posting of the project will be done to solicit Letters of Interest on a public bulletin board in compliance with the Agreement on Internal Trade unless the contract is for an allowable exception. Pre-qualification of contractors will be issued in compliance with legislated Construction Procurement Agreements (e.g. Quebec/Ontario).
- ii) If stipulated in the tender/bid documents, the contractor shall be required to provide a 10% Bid Bond and Guarantee to Bond.
- iii) The successful bidder must provide a Performance Bond and a separate Labour and Material Bond, each in the amount of 50% of the Tender price.

2) Total estimated contract cost for the project is \$50,000 to \$99,999

- i) Bids may be called on an invitational basis from contractors who have pre-qualified.
- ii) Depending on the scope of the project and at the discretion of the Project Manager, the bid documents may indicate that in lieu of Bid Bond, a certified cheque, or bank draft in the amount of 10% of the tender price, made payable to the University, is accepted. This cheque will be held as a bid guarantee and returned to the contractor after award of contract.
- iii) In lieu of Performance and Labour & Material Bond an Irrevocable Standby Letter of Credit issued by a recognized bank in the amount of 15% of the Tender Price, made payable to the University of Windsor, is accepted. The Letter of Credit will be held for the duration of the project until final completion unless needed in the event the contractor defaults in any way.

3) Total estimated contract cost for the project is \$10,000 to \$49,999

- i) Bids may be called on an invitational basis from contractors who have pre-qualified.
- ii) No bonding shall be required unless due to the nature of the project the Project Manager deems it necessary.

4) Total estimated contract cost for the project is under \$10,000

In order to expedite required work for smaller projects and/or maintenance work, an approved contractors' list will be maintained by Facility Services for the awarding of work with only one written quote, provided that:

- i) Contractor has pre-qualified by providing documents as requested by the University.
- ii) The services required are at a price and schedule that meets the needs of the University. Notwithstanding, if a campus client requests more than one quote, that request will be respected.
- iii) No bonding shall be required unless due to the nature of the project, the Project Manager deems it necessary.