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| ALGONQUIN COLLEGE DIRECTIVE | NO. OF PAGES 4 | DIRECTIVE NO. C3 |
| | ORIGINATOR V.P. Administration | |
| | APPROVED BY President's Executive Committee | |
| TITLE: PHYSICAL RESOURCES AND PROPERTY PROJECTS | EFFECTIVE DATE 2007.05.23 | REPLACES 2001.05.23 |

1. BOARD POLICY (D4)

It is the policy of the Board of Governors of Algonquin College that Physical Resources and Property Projects are awarded by public or invitational tender that represent the best value to the College.

2. DEFINITIONS

The definition of public tender shall include any one of the following instruments:

- i. A Vendor of Record pre-qualification process that is advertised to the public in accordance with the procedures in this directive. Evaluation criteria for Vendor of Record pre-qualification shall include, but is not limited to, demonstrated experience, bonding capability, compliance with the Occupational Health and Safety policies and practices in place at the College, and demonstrated project delivery capabilities. After meeting the criteria for Vendor of Record pre-qualification, a list of qualified contractors will be maintained, and those contractors may be invited as required to quote on specified projects.
- ii. A "traditional" tendering process (design, then tender, then construct) to procure a contractor to deliver a project based on specifications and drawings sufficiently complete to permit selection of the winning proponent based on price as the sole criteria for selection.
- iii. A Request for Proposal (RFP) process to procure a design-build team consisting of a contractor, architect, engineer and specialist consultants to plan, then design, then construct a project based on best value criteria which shall include, but are not limited to:
 - Experience with projects of like scope and complexity
 - Approach to the project
 - Project team composition
 - Fixed price or combination of percentage fee, labor rates and mark-ups

- iv. The construction management Request for Proposal (RFP) process to procure a construction management firm consisting of a general contractor who will provide input to the design process and subsequently tender sub-contracts publicly or by invitation in accordance with this directive on behalf of the College.

3. FINANCIAL LIMITS

- a. Vendor of Record (Pre-Qualification) Financial Limits:
 - i. The maximum value of each procurement under a public pre-qualification (VOR) contract is \$750,000.
 - ii. For contracts between \$250,000 and \$749,999, where applicable, at least five pre-qualified vendors would be asked to bid.
 - iii. For contracts between \$25,000 and \$249,999, where applicable, at least three pre-qualified vendors would be asked to bid.
 - iv. If the estimated procurement value is below \$25,000 the VOR arrangement may be used to select any one pre-qualified VOR vendor.
- b. Projects
 - i. Projects of \$60,000 or more
 1. The following procedures are recommended with respect to tendering for contracts over \$60,000:
 - a. Formal public tender is required for all acquisitions of services over \$60,000. Public tender includes the Vendor of Record pre-qualification process as per this directive.
 - ii. Projects of \$10,000 to \$60,000
 1. The following procedures are recommended with respect to tendering for contracts between \$10,000 to \$60,000:
 - a. a minimum of three quotations will be sought
 - b. written quotes will be required; and
 - c. the lowest bid that represents the best value will be accepted
 - iii. Projects of \$0 to \$10,000
 1. The following procedures are recommended with respect to tendering for contracts between \$0 to \$10,000:
 - a. Requisitions for work under \$10,000 will have one or more quotes at the discretion of the Director, Physical Resources or his designate.

4. TENDERING PROCESS

- a. Calls for public tender shall be advertised through at least one of the following procedures:
 - i. Electronic Tendering Service – MERX

- ii. In conjunction with or as an alternative to the electronic tendering service, the College may also advertise a procurement opportunity in an Ontario newspaper. The following newspapers qualify:
 - The Globe and Mail, for goods and services
 - The Daily Commercial News, for construction projects.
 - In addition the College may use other daily or local papers to request bids for procurement.

- b. All public tenders shall have an established tendering period of not less than two weeks unless otherwise authorized by the President or designate.

- c. There shall be a tendering period of not less than seven working days for invitational tenders, unless otherwise specified by the Vice President, Administration.

- d. Tenders shall be opened on the day and at the time designated in the advertisement/invitation altered by an addendum to the specifications/tender.

- e. Tenders shall be addressed to the Board of Governors with a delivery address to the Purchasing Department. All public tenders or Invitational tenders in excess of \$100,000 will be opened by the manager of the Purchasing department, in the presence of the manager of the user department, the Treasurer of the Board of Governors, or their designates.

- f. Invitational tenders under \$100,000 may be opened by the Manager of Purchasing in the presence of the user department or their designate(s), or by the Director, Physical Resources or designate.

- g. The lowest tender that represents the best value to Algonquin College shall be accepted, unless otherwise agreed to by the Vice President, Administration.

- h. All contracts in the name of the Corporation shall be signed by any two of the Chair, the Vice Chair, the President, the Secretary (where the Secretary is someone other than the President), and the Treasurer. The Secretary shall affix the Corporate Seal and the Office of the Board of Governors shall act as custodian of such documents.

5. EXCEPTION TO THE APPLICATION OF THE PROCUREMENT RULES

- a. In the case of urgency, or cases in which only one supplier can meet a very specialized need the following procedure will be followed:
 - i. Projects up to \$100,000 - procedures will be assessed and dictated by the Director, Physical Resources.

- ii. Projects over \$100,000 - procedures will be assessed and dictated by the Vice President, Administration.

(Original signed by)
Vice President, Administration

(Original signed by)
President