

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD****ADMINISTRATIVE PROCEDURE
BUSINESS ADMINISTRATION: NO. 516**

Effective	August 21, 2019
Last Revised	August 15, 2023

TENDERING CONSTRUCTION PROJECTS

PURPOSE

This administrative procedure has been developed by system administrators of the James Bay Lowlands Secondary School Board to support Board Governance Policy GOV-25 Financial Stewardship: Budget Process, and Administrative Procedure 515 Purchasing Procedures.

PROCEDURES

The James Bay Lowlands Secondary 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, and in accordance with accepted tendering standards and practices.

This administrative procedure applies to all construction projects with a projected cost of sixty thousand dollars (\$60,000) or more.

1. Construction Tendering

1.1. All construction projects must be tendered publicly in accordance with Administrative Procedure 515 Purchasing Procedures.

1.2. Tenders are to be opened by a committee consisting of:

- Supervisory officer
- Finance and human resources administrator
- Facilities manager
- Board chair or delegate
- Appointed architect (if applicable)

1.3. The committee will review bids for completeness and costing and to ensure conformity to accepted tendering standards and procedures.

1.4. The committee will recommend that the Board of Trustees accept the most appropriate bid.

- 1.5. In special circumstances, the Board may choose to authorize the chair of the Board to award the contract to the successful bidder on their behalf.

2. Approval of Change Orders

- 2.1. The finance and human resources administrator 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 finance and human resources administrator will be forwarded to the Board as information items.
- 2.2. Once the limit of the construction contingency allowance has been exceeded, change orders will be forwarded to the Board for approval.
- 2.3. Any change orders (addition or deletion) that significantly affect the nature of the project or commit 25% or more of the contingency (\$15,000 minimum) will be presented to the Board for approval.
- 2.4. In circumstances when it is not practical to wait for Board approval without stopping the project, the finance and human resources administrator will authorize the required change order and seek confirmation by the Board at the first available opportunity.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Duties and Powers of Boards: Ensure effective stewardship of the board's resources

Education Act, Section 169.1 Duties and Powers of Boards: Multi-Year Plan—Allocation of resources

Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions

Municipal Conflict of Interest Act

Municipal Freedom of Information and Protection of Privacy Act

Board:

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-04 Delegation of Authority

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-12 Conflict of Interest: Trustees and Staff

Board Policy GOV-15 Accessibility Standards

Board Policy GOV-25 Financial Stewardship: Budget Process

Administrative Procedure 515 Purchasing Procedures