

ADMINISTRATIVE PROCEDURE 635 CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and Ministry, the Board shall solicit bids to be submitted on or before a specified time electronically or at the office of the Maintenance Department. The advertisement shall state the procedure for submitting bids and that the Board reserves the right to reject any or all bids and to re-advertise the project if necessary.

The Board shall require the architect to take responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds and forms of agreement between the Board of Education and the successful bidder. The architect shall assist the Board and school personnel in analyzing the bids. The architect's advice on awarding the contract is of particular value with respect to legal aspects of contract provisions which regulate alterations, extras, non-performance, damages, and security bonds.

It is recognized that the above process represents the standard funding process for construction contracts. The Board retains the right to follow an alternate process, with agreement from the Ministry of Education, such as a design-build contract process. In this event the Board shall ensure the selection process is thorough, fair and uncompromised. An architect and/or consultant shall be retained to provide advice on awarding the contract as noted in paragraph 2 above.