



POLICY:
SUBJECT:

DJC
TENDERING (BIDDING)
REQUIREMENTS

APPROVAL DATE:
REVISION DATE:
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1. **GENERAL**

Tendering (Bidding) procedures for The Winnipeg School Division shall be developed to provide for the most advantageous and competitive proposals to be made available to the Division, and to provide the opportunity for suppliers to bid on as wide a selection of materials and services as possible.

2. **RESPONSIBILITY**

The establishment of tendering procedures shall be the responsibility of and under the authority of the Secretary-Treasurer as directed by the Chief Superintendent of Schools, subject to the requirements of the Public Schools Act.

3. **ADVERTISING**

Tenders for materials and services shall be advertised publicly whenever practicable to provide the opportunity for potential suppliers to respond to requests for tenders.

4. **REQUIREMENT TO TENDER**

Tenders shall be called in instances as required under The Public Schools Act and in accordance with the Inter-Provincial Trade agreement (dated July 1995) which requires that tenders of supplies and equipment having an accumulated value of \$100,000 (**exclusive of taxes**) and greater and Building Construction contracts that have a value in excess of \$250,000, (**exclusive of taxes**) shall be advertised electronically through MERX via the Internet.

5. **TENDERS FOR BUILDING CONTRACTS**

Notwithstanding Clause 3, where a Consultant has been engaged to prepare plans and specifications for a building project, the Consultant shall be responsible to ensure the appropriate Performance and Payment Bonds and Forms of Agreement between the Division and the successful bidder are specified.

6. **QUOTATIONS**

Where it is determined that there is a limited number of suppliers, or an emergency situation exists, at the discretion of the Secretary-Treasurer, quotations shall be requested from no less than three suppliers unless the specified material is available from only one source.



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1. **General**

The purpose of tendering (bidding) procedures is to ensure that all purchases of supplies and contracted services are made in the most economical manner possible in accordance with the requirements of the Public Schools Act.

2. **Tenders/Quotations**

For the purchases of supplies and/or contracted services up to the value of \$9,999.00 quotations shall be called at the discretion of the Senior Buyer.

For purchases of supplies and/or contracted services having a value of between **\$10,000** and \$19,999.00 written quotations shall be obtained and whenever possible, not less than three firms be invited to quote. The awarding of the quotation shall be subject to the approval of the Secretary-Treasurer.

For purchases of supplies and/or contracted services over the value of \$20,000.00, written specifications shall be prepared, and a public tender shall be called, tabulated and presented to the Board of Trustees for approval.

The above values shall be the estimated cost of a single item of supplies and/or contracted services or the total cost of a project/group of supplies and/or contracted services having the same function/characteristics.

3. **Tender Advertising**

All tender advertising shall be approved by the Secretary-Treasurer before being **publicly placed or posted**.

4. **Specifications**

Detailed specifications shall be provided to prospective tenderers and shall include details of the product or service requirement, together with a brand name, catalogue number and/or model number of the specified product where possible.

5. **Public Opening of Tenders**

Tenders for new school buildings and additions to school buildings in excess of \$500,000.00 shall be opened publicly by a committee of three which shall include the Chair of the Board (or designate) and at least two members of the Senior Administration.



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6. **Tender Openings - Administrative**

All tenders other than those under Section 5 above shall be opened by three **members of the administration** comprised of the Secretary-Treasurer (or designate), the official (or designate) who is responsible for the expenditure of the funds, and a member of the Senior Administration appointed by the Chief Superintendent of Schools.

7. **Tenders to Conform With Specifications**

All tenders for supplies and equipment must conform with the specifications, provided that where a tender has a defect which does not materially affect the tender, the Secretary-Treasurer and Chief Superintendent of Schools may have the tenderer correct the defect.

8. **Identical Tenders**

In the event of identical bids being received on tenders, the Chief Superintendent shall recommend to the Board, the tenderer to be awarded the contract, after having reviewed all the relevant information.

9. **Bid Security**

Bid security in the form of a bid bond in the amount of 10% of the tender will be required to accompany all tenders when the Division expects that the total tender related to building construction and/or renovations will exceed \$50,000.

10. **Performance Bonds**

A performance bond in the amount of 50% of the tender price will be required when the Division expects that the total tender price will exceed \$50,000 of a building construction and/or renovation projects.

11. **Labour and Material Bonds**

A Labour and Material Bond in the amount of 50% of the tender price will be required in addition to the performance bond in the case of all tenders over \$250,000.00.

12. **General**

All amounts shown in this administrative rule are exclusive of taxes.