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## Administrative Regulation 602

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The assistant superintendent of Facilities Services is responsible for the construction of new buildings, additions to existing building, and modernization projects. Tenders for these projects shall be called for according to the following:

### Construction of Building, Additions and Major Modernization Projects

1. Public tenders shall be called for the construction of new buildings, additions to existing buildings, and major modernization projects.
2. The call for tenders shall be by a legal newspaper advertisement inserted not fewer than two or more than three times. Tenders shall be opened publicly and the results submitted to the board at a regular or special meeting.
3. The contract shall be awarded to the lowest bidder in each case, provided
  - a. the bid is within the estimate approved by the board for the project;
  - b. proper bonding procedures are followed if required by the board; and
  - c. tender documents are complied with.
4. If the lowest bid exceeds the approved estimate for the project, or if it is desired to accept a bid other than the lowest, the matter must be referred to the board before further action is taken.

### Maintenance and Minor Modernization Projects

1. Plans shall be prepared where necessary and written tenders shall be called for the completion of all maintenance and minor modernization projects. The call for tenders shall be made by circularizing to at least five contractors to ensure that competitive bids are secured.
2. The contract shall be awarded to the lowest bidder in each case, provided
  - a. the bid is within the estimate approved by the superintendent for the project;
  - b. proper bonding procedures are followed if required by the superintendent; and
  - c. tender documents are complied with.
3. If the lowest bid exceeds the approved estimate for the project, or if it is desired to accept a bid other than the lowest, the matter must be referred to the superintendent before further action is taken.

Reference: School Act Section 205.206 School Buildings and Tendering Regulation A.R. 383/88	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 409	Date(s) Revised: June 12, 2002