

Carleton Condominium Corporation No. 486
POLICY STATEMENT #6
PROCUREMENT – CONSTRUCTION CONTRACTS

General - A Construction Contract is the document which states the agreed conditions under which a package of work is to be performed on the Condominium property. This Document would not apply to short duration on-site “service” activities.

It is Board policy to obtain a minimum of three (3) comparable and competitive Tenders for each package for work based on identical information issued to all Bidders at the same time. In exceptional circumstances, the Board of Directors may decide that three Tenders are not obtainable or required.

Tender Document – When the Board has retained a Consulting firm to prepare engineering drawings and technical specifications for a package of work, it is usually preferable to allow this same Consultant to prepare and issue the Contract Tender Documents under the general supervision of the Board’s Project Manager.

In cases where requirements are established by the Board’s Project Manager the following documents are to be used in calling Tenders for Construction:

Contracts-	Section 1 -	Instructions to Tenderers Acknowledgement of Receipt of Documents
	Section 2 -	Form of Purchase Agreement
	Section 3 -	Form of Tender
	Section 4 -	General Conditions
	Section 5 -	Scope of Work
	Section 6 -	Technical Specifications

NOTES:

- Section 4 (General Conditions) is standard for all Construction Contracts
- All other sections are modified to suit the work package, while retaining the format and clauses therein
- Two sets of the Contract tender Documents are sent to each Bidder with a letter of invitation.
- The Property Manager will be the Custodian of the Master set of the Documents listed above – in floppy disc format.