

## PROCEDURE FOR POLICY 2.15 – Approval of Capital Projects

- I. POLICIES AND PROCEDURE FOR THE CALLING OF TENDERS FOR CONSTRUCTION AND MAINTENANCE PROJECTS
  - 1.0 After considering various factors, such as the timing and duration of the construction project, the budget, and the type and difficulty of the work to be undertaken, the Division of Facilities Management will determine whether to call for tenders via an open tender or a pre-qualified vendor process.
  - 2.0 When an open tender call is selected, a public advertisement is placed on MERX extending an invitation for bids to all contractors. Contract documents may be obtained by interested contractors upon payment of a deposit for the drawings and specifications. The contract and f

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- 4.1 Called tenders will be received as set out below:
- (a) For projects with a contract value expected to exceed \$1,000,

For projects

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4.0 Once a preliminary program for the project has been developed, the Division of Facilities Management invites design teams to submit Requests for Proposals for the project via an advertisement posted on MERX Internet Bidding and Information Service, and in such other places as appropriate.

5.0 The Request for Proposal request will typically include a very brief description of the project, the value of the construction and the general timing of the project. The request will also indicate

~~the Project will be given to design teams with relevant experience (in the City of Toronto) to complete the project.~~