

CONTRACTORS WORKING IN SCHOOLS

Background

A portion of maintenance and renovation work in schools is carried out by contractors hired by the District. There are a number of legal/contractual obligations and specific work relationships involved with contract work.

Procedures

1. Contract Development Process:

- 1.1 A need or problem is identified by the school or by a District department such as Facilities or Information Services.
- 1.2 The appropriate District department assesses the feasibility of different solutions to address the need and creates a project. A decision is made as to whether the work is to be done with District staff or by contract.
- 1.3 The project is estimated, funded, and then designed. If applicable, working drawings and specifications for larger projects are provided to the Purchasing Department to tender.
- 1.4 If no existing contract or agreement applies, contractors bid on the proposed work. The most cost effective, qualified bidder normally is awarded the contract.
- 1.5 The contractor schedules their work in consultation with the District. The contractor orders materials, hires (if necessary), and commences.
- 1.6 The appropriate district department arranges access to the work location and inspects the work to ensure that it complies with the approved scope of work.
- 1.7 Changes to the scope of work during progress must have the approval of the designated school district contact.
- 1.8 When the contractor advises project completion, an inspection is completed to verify completion. Final payment is made after a hold-back period.

2. Responsibilities of the District Departments:

- 2.1 Preparation of contract drawings and specifications;
- 2.2 Review of tenders/quotes received, with the Purchasing Department;
- 2.3 Agreement between the department and Purchasing to award the contract to the successful bidder;
- 2.4 Notification to the school that a contractor will be on site, providing contractor's name and expected start date, and the name of the designated school district contact person;

- 2.5 Provision of access to the worksite;
- 2.6 Acting as the only spokesperson for the District in dealing with the contractor;
- 2.7 Liaising with the School Principal or designate on any problems or concerns related to the contract work.

3. Responsibilities of Principals or Designate:

- 3.1 Identification of needs or problems related to buildings and grounds in a clear and accurate request using the appropriate department's request system. E.g. Facilities requests go through AssetPlanner; Information Services require a ticket to the IS Service Desk.
- 3.2 Advice to the designated school district contact on scheduling the work to minimize the effect on school operations;
- 3.3 Protection of the work area by new school rules, if necessary, to address safety and security concerns;
- 3.4 Ensuring that staff bring concerns or desired changes related to the scope of work to the School Principal or designate rather than to the Contractor;
- 3.5 Communication with the designated school district contact, not the Contractor, regarding any contract issues including the scope of work, scheduling, safety, funding, etc.;
- 3.6 Within the school, facilitating the Contractor's ability to complete the work in a safe and expeditious manner;
- 3.7 Reporting any unsafe activity by the contractor to designated school district contact.

Reference: Section 65, 85, School Act

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