Physical Resources
Policy
1.2.11 Physical Resources Project Procurement Policy

Effective Date: January, 2016
Revision Date: N/A
Signature/Position: Associate Vice-President, Physical Resources

Purpose
To establish procurement policy guidelines within the Physical Resources Purchasing Centre to solicit bids and award contracts on projects subject to the limitations as outlined below. For details regarding contract approvals refer to Design, Engineering and Construction standard operating procedure 3.1.9 Commitment Schedule.

Scope
This policy applies to the procurement of all goods and services by the Physical Resources Purchasing Centre relating to construction projects. This policy is compliant with the University of Guelph Purchasing Policy, the Broader Public Sector (BPS) Procurement Directive, the Agreement on Internal Trade (AIT) and the Ontario-Quebec Trade and Cooperation Agreement procurement guidelines.

The Physical Resources directorate will be responsible for maintaining records of quotations or bid submissions by contractors, and providing cost estimates and bid analyses when requested by the Vice-President, Finance and Administration, the President, or the Board of Governors.

Procurement Method Selection
Applies to construction bidding requirements, consultant selection requirements and other vendor bidding requirements i.e., service providers, furniture and equipment and other non-prequalified work.

Invitational Competitive: Three or more vendors are invited to submit written bids.

Open Competitive: Procurement is to be posted publicly for all vendors to submit proposals.

Please refer to the attached University of Guelph: Physical Resources Purchasing Centre Approval Authority Schedule.

Notes:
1. For large or complex proposals: Consider the use of a public Request for Supplier Qualification (RFSQ) to narrow down the vendor pool for the tender.
2. Single Sourcing: When single sourcing items that should follow a competitive procurement process, a single source form outlining the acceptable rationale must be completed. In these circumstances this form, appropriately signed, must accompany the requisition and be forwarded to Purchasing Services prior to the commencement of procurement and receipt of goods or services. The procurement is subject to the University’s sole source conditions in FI18.0.
3. Internal Charges: All requests for internal charges (work orders, CCS, etc.) must be submitted using the appropriate procedure for that department. Once the request is submitted, a copy of the confirmation must be printed and submitted to the Capital Accountant.