

# CityHousing Hamilton Corporation



CATEGORY	03	Procurement	DATE APPROVED:
SECTION	05		UPDATED ON:
POLICY	04	Issuance of Contract	INTERNAL POLICY

## 1.0 POLICY STATEMENT AND PURPOSE

CityHousing Hamilton (CHH) is committed to ensure that the tendering process as it relates to the Issuance of contracts are completed in a fair and transparent process to secure the best value for the organization.

## 2.0 SCOPE

The policy provides guidance to staff on the issuance of contracts.

## 3.0 POLICY

A purchase order or contract will not be issued to a qualified Contractor until CHH is in receipt of the proponent’s Workplace Safety and Insurance Board (WSIB) Clearance Certificate, Certificate of Insurance, Trade Licence and/or any other applicable licences and Performance Security (where applicable).

The successful Contractor must ensure that all required documentation (as noted above) are up to date and submitted prior to the commencement of the project.

## 4.0 PROCEDURE

Once a tender is awarded, the Asset Renewal Administrative Coordinator will send a letter to the successful Contractor requesting all necessary documentation. Once the information has been received and validated the Asset Renewal Administrative Coordinator will prepare the Contractor Package and will forward it to the Purchasing Officer. The Contractor Package will include:

- The Purchase Order (P.O.)/Contract Cover Letter;
- The Bid bond (where applicable); and
- A Copy of the Tender Submission Form.

The Purchasing Officer will create a P.O./contract number to be included with the Contractor Package. The P.O./contract will include:

- The price before HST;

- Insurer’s Name;
- Performance Security (if applicable);
- Policy Number;
- Expiration date;
- Workplace Safety and Insurance Board (WSIB) Number;
- Electrical Safety Authority Number (where applicable);
- A brief description of the work to be performed; and
- The start and end date.

The Asset Renewal Administrative Coordinator will forward a copy of the Contractor Package to the applicable Property Manager and Manager of Maintenance and where appropriate the Manager Operations.

In the event that a Contractor is unable to provide the required documentation within the timeframe specified, the Contractor must submit a request to the Asset Renewal Department explaining the reasons for the delay. The Tender Evaluation and Award Committee will review the request to determine if any further action should be taken. It is the Contractor’s responsibility to ensure all coverage remains in the effect for the duration of the contract.

#### 6.0 RESPONSIBILITY

It is the responsibility of the Chief Executive Officer to ensure that all appropriate staff are trained on this policy.

#### 7.0 DEFINITIONS

**Contract:** any formal legal agreement between two or more parties for supplies, goods, services, equipment, or construction. Such agreements will consist in the form of a:

- a) Purchase Order;
- b) Purchase Order incorporating a formal agreement; or
- c) Formal agreement between two or more parties that creates an obligation to provide defined goods and/or perform defined services.

**Contractor:** means the person or corporation whose tender has been accepted by the owner, and who is deemed to have entered into the contract with the owner.

#### 8.0 REFERENCES AND RELATED POLICIES

- Receiving Tender Packages Policy
- Opening Tender Packages Policy
- Evaluation and Award Policy

#### 9.0 ATTACHMENTS

- [Letter – Successful Contractor](#)