

**Name:** **Fiscal Control of Major Capital Construction Projects**  
**Policy Number:** 3-5007  
**Origin:** Facilities Management  
**Approved:** July 2005  
**Issuing Authority:** Vice President, Finance & Administration  
**Responsibility:**

Financial Services. The Senior Director, Facilities Management and the Project Facilitator shall provide a letter of recommendation to spend the contingency.

5. Monthly financial reports shall be made by the Senior Director, Financial Services to the Steering Committee. Reporting and monitoring of capital projects shall include actual expenditures to date, compared to budget, as well as the cost to complete, compared to total budget. The process, as well as monitoring, shall factor in not only the amounts to be expended, but also the expected timing of expenditures.
6. University Procurement Policies and Practises shall be followed to ensure best price/value.
7. All contracts on capital projects over \$25,000.00 shall be signed by both, the VP Finance & Administration, and Senior Director, Financial Services. Contracts under \$25,000 may be signed by one of the VP Finance & Administration or Senior Director, Financial Services. The Senior Director, Facilities Management and the Project Facilitator shall provide a letter of recommendation to sign the contract.
8. Purchase orders shall be issued for all contracts awarded so that they can be tracked in the commitment system of the University, similar to other expenditures. The Senior Director, Facilities Management and the Project Facilitator shall sign and submit the Purchase Requisition with supporting bid information and a copy of the signed contract document once the contract has been signed.
9. All progress claims shall be reviewed in detail and recommended for payment by the Architect, Engineer, and Project Facilitator where applicable. Upon receipt of such recommendations, the Senior Director, Facilities Management and Senior

with legal counsel and insurance advisor /agent. The trade contract template has a footer to note date version and official Project name. Such Form of Agreement (Contract) is to be utilized for all trad

during the pre-award process and included in the trade contract This Appendix B is also known as the supplementary conditions.

9. The two Contracts are provided to the Vice President Finance & Administration for signatures under a covering memo outlining the bid process, the bid analysis, the capital project funding account, and budget transfers, if required. The memo is signed off by the Senior Director, Financial Services, the Senior Director, Facilities Management and the Project Facilitator. The Owner will sign the Trade Contract first which will reduce the timeline for the bond procurement process
10. Once a signed Trade Contract has been returned to the Owner, Facilities Management will send the pertinent parts of the contract (everything in the contract ahead of the general conditions) to the University's Procurement Department to have a University Purchase Order (PO) issued. The request will direct the Procurement Department to view all bids received for the trade contract work on the common computer drive file. The original signed contract (Owner's copy) is sent up to Financial Services. The other signed contract stays with the Trade Contractor which triggers the issuance of bonds, specific insurance for the project, shop drawing production, mobilization on site, and the ordering of materials and components.
11. Mobilization on site for the Trade Contractors, particularly the initial excavation or demolition may take place immediately after the Letter of Intent, if and only if the valid WCB certificate, correct Insurance Certificate(s), valid Certificate of Recognition and required safety documentation are in place.
12. Bonding and insurance companies require a signed contract to issue project specific documents. Therefore the Owner's PO will be issued as part of the contract signing process for major capital projects and not held until bonds and insurance certificates are received. A WCB certificate which is provided with the bid, valid at the date of the bid submission may expire before the bid is accepted and may have to be updated.
13. To ensure the Trade Contractor has all their documentation submitted prior to commencing work, the Project Facilitator shall provide on a monthly basis a project specific spreadsheet which provides information on the securities (bonds or certified cheques) ; insurances certificates in accordance with the specified insurances; the WBC certificate with expiry date and an accepted safety program certificate. The required WCB, Insurance and securities documentation are required by the Project Facilitator, prior to work commencing on site.
14. Holdbacks will be released in accordance with the Trade Contract's terms and conditions when the Trade Contractor's work is substantially complete as verified by the Design Consultants.