

BIDDING PROCESS AND ACCESS

Kwantlen has moved exclusively to an electronic planroom for access and distribution of documents.

NON-MEMBERS OF VRCA: Kwantlen's Project Documents may be accessed by NON-MEMBERS of the VRCA for a \$75.00 fee, payable on-line, by credit card, on registration below:

1. To access project documents online, go to <www.kwantlenVRCA.PlanSource.ca>. If you have not used PlanSource previously, we recommend clicking on the Quick Start Guide link on this page and reviewing the brief instructions. If you already have a login and password for this site, go to Step 4.
2. To access the site, click on the "Obtain a login & password" link and complete the information requested. NOTE: Save this login information for future reference as you will use it to view any future projects that you are invited to access.
3. Once the form is complete, click on the "Go to Login" button.
4. Enter your login and password, then enter the project key provided in the registration box on the right side of the page. By registering for this project you will have access to all the project documents and you are automatically registered to receive notifications of any Addenda that may be issued.
5. You will be prompted for an e-commerce, credit card transaction, of \$75.00 to access the documents.
6. Once you select an access level, a blue project link with the project name will appear on the left side of your main page, Click this link to open the project file.
7. A blue project link with the project name will appear on the left side of your Main page. Click this link to open the Project file.
8. Prime Contractors submitting a bid on this project (Bidders) MUST confirm their intention by clicking on the "I am bidding" button located at the top of the page on the Planholders tab.
9. Click on the Documents tab to view the list of documents. Click on any document. A viewer will open and you can navigate to any document you want to view, print, download , or order.
10. If you have any questions about accessing or using Plansource, please contact customer service at 604-294-6557, or 1-800-294-6557 extension 101.

Members of VRCA

Members of the Vancouver Regional Construction Association (VRCA) can access all project documents and information through the VRCA PlanSource electronic planroom by project number. Members MUST click on the "Notification Subscription" icon on the toolbar to register to receive notice of Addenda. Prime Contractors submitting a bid on this project (Bidders) MUST confirm their intention by clicking on the "I am Bidding" button located at the top of the page on the Planholders tab.

kwantlen.ca



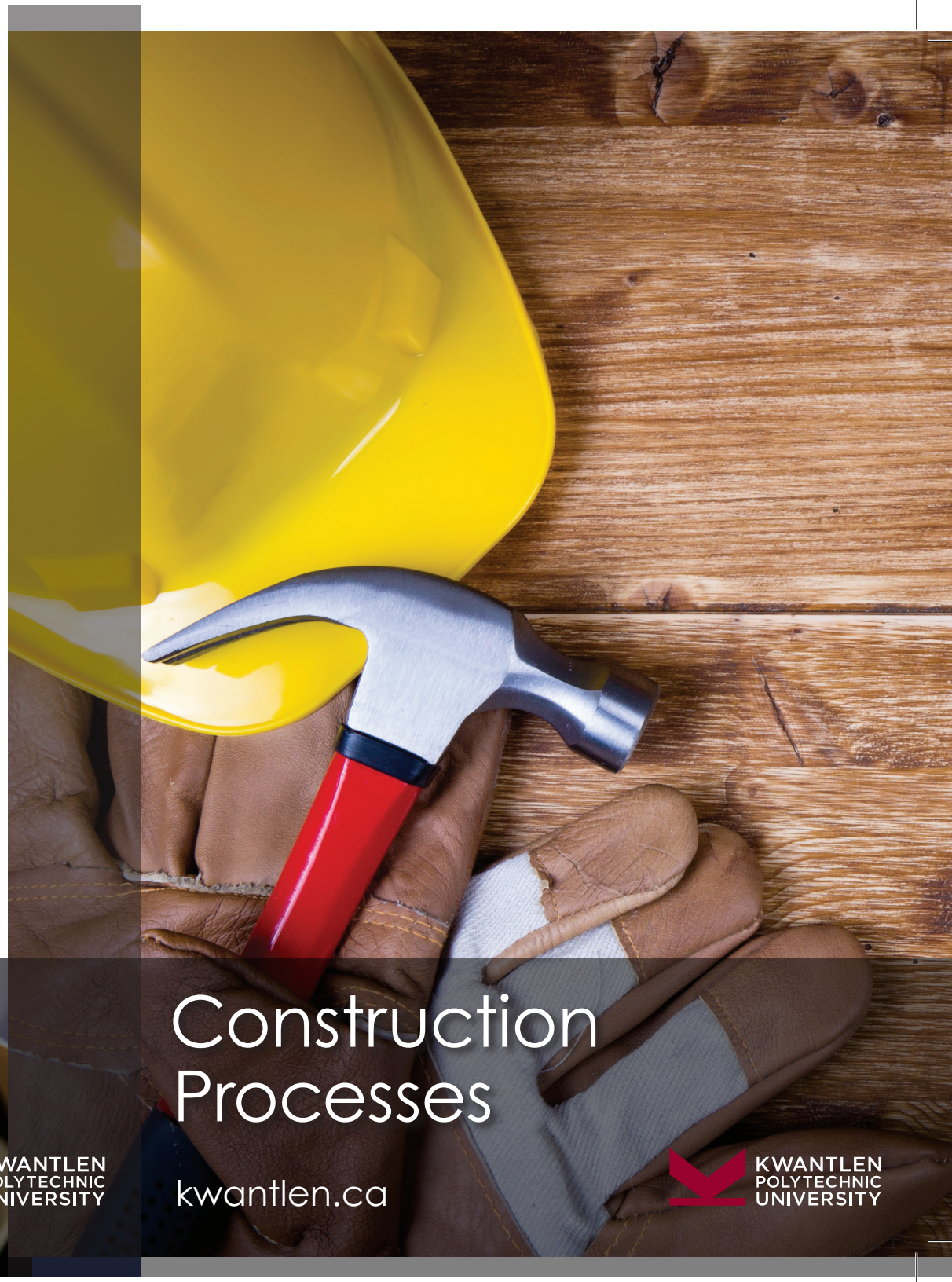
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CONSTRUCTION AT KWANTLEN - PRINCIPLES AND EXPECTATIONS:

In seeking to achieve the best value for Kwantlen in our projects we would like to communicate clearly our expectations of working together.

- Safety is of paramount importance to everyone.
- We promote the early identification of issues in a positive manner and focused on solutions.
- We expect cooperation on the principles of shared responsibility and shared accountability.
- Respect for maintaining the contract as the agreement that binds us together.
- We support and encourage working together as a team
- Ethics and professionalism are important to all of us.
- A high priority will be placed on communications including frequency and response times, as well as facilitating the flow of information for decision making.
- Sustainable and green processes should be integrated into all of our operations.
- When adversarial issues arise, communication will be increased and conflict resolution processes will be followed in order to attempt an expedient and mutually agreeable resolution.

THRESHOLDS FOR COMPETITIVE BIDDING:

Kwantlen seeks the best value for services through providing opportunities for competitive bidding. To maintain a balance of operational resources, we operate with the following policies:

Work with an estimated value of less than \$25,000.00.

At the discretion of the buyer. A Purchase Order or General Services Contract will form the basis of our relationship.

Work with an estimated value between \$25,000 and \$200,000.00.

Invited competitive bids using a simple form, referencing BCDC2-2008 and CCDC2-2008 terms and conditions. A "Stipulated Price Agreement" (CCDC2-2008) will form the basis of our relationship.

Work with an estimated value over \$200,000.00.

Publicly advertised competitive bids. Advertised on BC Bid and VRCA Electronic Planroom. Full BCDC2-2008 and CCDC2-2008 documents will be used. Unless otherwise specified, a "Stipulated Price Agreement" (CCDC2-2008) will form the basis of our relationship.

Awards

Bid Awards will be posted on the Kwantlen Supply & Business Services website at www.kwantlen.ca/supply/purchasing