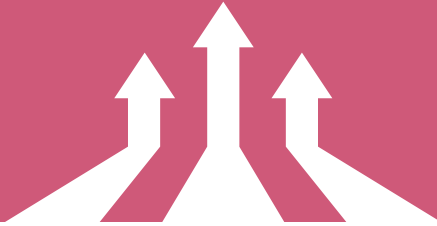


TENDERING AND MANAGING YOUR CONTRACTS (AND CONTRACTORS!)



This information-packed interactive workshop will introduce attendees to the tendering and contracting process and provide tools on how to effectively manage contracts so that your co-op benefits from:

- reliable delivery of services
- higher quality repairs, replacements and renovations
- work being finished on time and on budget
- ongoing, trusting relationships with contractors

This workshop will:

- Address tendering work identified in your Building Condition Assessment, Capital Reserve Plan, or Asset Management Plan
- How to write a scope of work and how long should the tendering process be
- How to evaluate bids and contractor bidding requirements (Insurance, WCB, more..)
- When (and how to) to hire a project manager for projects
- Project coordination:
 - With other contractors doing work on site, and other co-op activities
 - Scheduling of work and notice to members
 - Information contractors need to know about your co-op
 - Identification of a co-op onsite representative for questions / issues from the contractor or members
 - Inspecting work before final payment
 - ...and more

WORKSHOP LEADER

Darlene Germin, NACHA Facilitator