

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
Contractor Hiring Guidelines	OPR A-16	APPROVED: February 13, 2018 REVIEWED:

POLICY

The College is committed to providing a working environment that is safe and free from health hazards. When any contractor or sub-contractor is required to do work for Parkland College, the following documents must first be submitted and then once approved as a qualified contractor. There will be site specific orientation required as well. (See existing contractor clause below)

This policy applies to all members of Parkland College community including, but not limited to, employees, students, student groups, volunteer staff, and board members.

PROCEDURES

The Facilities Manager will be responsible to collect and maintain records of contractor's qualifications.

All contractors doing work for Parkland College are required to provide a copy of the following:

1. Business license for current year;
2. Current WCB registration with renewal updates if there are employees. This is not required for individuals who are not entitled to WCB benefits; and
3. Proof of liability insurance including the following:
 - General Liability
 - Automobile liability
 - Umbrella Liability

The following documents must be completed and returned prior to any work starting:

- Contractor orientation; and
- Contractor completion of questionnaire

Request for quotes, and tenders deadlines shall not be extended to accommodate any contractor who has not been able to provide this documentation and must include the requirements herein, and be agreed to in the quote.

Exceptions may be made provided if the Chief Executive Officer, upon review, finds it essential to do so in order to meet operational needs; and is satisfied that sufficient safeguards are in place to ensure that Parkland College's interests are not compromised.