

Technical Circular: T-4-90
December 5, 1990

TO: Assistant Chief Highway Engineer
All HQ Directors: Prof. Services, Planning and Major Projects
All Regional Managers: Prof. Services, Planning and Operations
All District Highways Manager

SUBJECT:

Disposal of Proposal Documents, Engineering Service Contracts

PURPOSE

To limit the number of proposal documents being stored in offices over time.

BACKGROUND

The large increase in the use of engineering consultants over the last few years has resulted in a growing supply of Proposals being stored in offices. Typically, one medium sized contract involves three engineering consultants, each producing up to four copies of a Proposal. Once a selection has been made, the Proposals by the unsuccessful companies are no longer required and only one Proposal by the successful company needs to be kept past the completion of the assignment. Stored Proposals cannot legally be used for any other purpose than as originally intended.

PROCEDURE

As soon as selection of one engineering consultant has been made for an assignment, all copies of Proposals by the unsuccessful companies should be returned to these companies. Proposal documents by the selected consultant should be retained only to the extent that they are required as a reference during the assignment and as a record after project completion.

Contact:

L. deBoer
Assistant Chief Highway Engineer
387-1881



E.A. Lund, P.Eng.
Chief Highway Engineer

cc: ADM, Highways Operations
ADM, Planning and Major Projects
All Regional Directors

TO: ALL HQ DIRECTORS: PROF. SERVICES, PLANNING & MAJOR PROJECTS
ALL REGIONAL MANAGERS: PROF. SERVICES, PLANNING & MAJOR PROJECTS
ALL DISTRICT HIGHWAYS MANAGERS

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PROCEDURE:

As soon as selection of one engineering consultant has been made for an assignment, all copies should only be disposed of in accordance with the Document Disposal Act and General Management Operating Policy Manual. Proposal documents by the selected consultant should be retained only to the extent that they are required as a reference during the assignment and as a record after project completion.

Contact:

Don Johnson, P. Eng.
Senior Engineer, Consultant Liaison & Design
Telephone: 387-7761



Earl A. Lund, P. Eng.
Chief Highway Engineer

cc: ADM, Highways Operations
ADM, Planning & Major Projects
All Regional Directors



Province of
British Columbia

Ministry of
Transportation
and Highways

MEMORANDUM

Mr. B. McKeown
Assistant Deputy Minister
Planning and Major Projects

January 4, 1991
Highway Engineering
Telephone: 387-1264
Facsimile: 356-7798
File: LT 75

Ministry of Transportation & Highways
Geotechnical & Materials Branch

RECEIVED

JAN 08 1991

ANSWERED
NOTED
DATE

Re: Disposal of Proposal Documents

This letter is an addition to Technical Circular T-4-90.

In future proposal requests the request letter shall instruct the consultant to let us know whether or not he wants his technical envelope #1 returned, if he is one of the unsuccessful proposers.

If no instruction is received with the proposal to the contrary then all unsuccessful proposal technical envelope #1 material shall be destroyed and/or recycled by the Project Manager.

J. Lisman
Director, Highway Engineering

- DGJ:ms
- cc P. J. Bonser
- cc D. G. Johnson
- cc M. Kent
- cc A. Planiden
- cc A. Sadler
- cc All Branch Directors
- cc All Regional Managers of Professional Services

ASSISTANT CHIEF HIGHWAY ENGINEER
RECEIVED
 JAN 08 1991
 NOTED _____
 TRANSPORTATION & HIGHWAYS