

# **TENDERING POLICY TOWN OF ALBERTON**

## **POLICY**

It is the policy of the Council of the Town of Alberton to insure openness and fairness in all tendering transactions and to obtain maximum competition for the supply of goods and services.

### **1.0 Specific Objectives**

1.1 The objectives of this policy are to:

- (a) receive maximum value for expenditures, all submissions will be evaluated on basis of quality, quantity, time, place, past performance and price. (Not necessarily on the basis of price).
- (b) ensure that suppliers have adequate access to town purchasing requirements all Tender Calls shall be advertised in newspapers. Where wider selection of bids is deemed desirable, advertisement may be placed in a media format deemed applicable.
- (c) ensure an orderly and effective process for tendering.

### **2.0 Responsibilities**

- (a) Tender packages will be assembled by the staff, engineer or lawyer to be designated by Council.
- (b) The tender process is required for all purchases in excess of \$15,000.00.

### **3.0 Tender Process**

- (a) The tender form should require unit prices, total bid, applicable taxes, delivery dates, delivery location and any terms and conditions regarding warranty and payments.
- (b) All bids will be received at the Town Hall or a location designated by Council before time and date stated in tender call. Bids received after time and date will not be accepted. When the tender deadline arrives, documents will be opened in public and examined for completeness and compliance.
- (c) The name of the bidders and the total tendered amount of bid by each as specified on the tender form is publicly announced. The bids can only be scrutinized by members

of Council, staff, engineer or lawyer. A list of all submissions and bid amounts will be compiled during the opening and signed by the staff.

- (d) All tenders will be checked for completeness, accuracy and mathematical errors by the engineer, lawyer or staff to be designated by Council and then the recommendation will be made to Council.
- (e) Contracts will state whether a certified cheque or bid bond is required.
- (f) Tenders will be evaluated by the engineer, lawyer or staff to be designated by Council.
- (g) Tenders will be awarded by Town Council.
- (h) The bidders will be officially notified by letter of the results of the evaluation after the award is made.

*(See amendment on next page)*

**Extract from Minutes of Council Meeting  
Held June 13, 2011**

**The resolution was made by Councillor Cahill, seconded by Councillor Campbell and carried that the town tendering policy be amended that at the discretion of council it is not necessary to tender if a comparable exchange is negotiated.**