

# MUNICIPAL DISTRICT OF FAIRVIEW #136

## TENDER POLICY

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### PURPOSE OF POLICY:

*To establish guidelines with respect to the circumstances when tenders must be called; and to establish the process by which tenders will be administered.*

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### POLICY:

1. *The tender process will be used for:*
  - a) *Capital projects or equipment exceeding \$10,000.00 in value.*
  - b) *Contractual arrangements (leases, etc) except for contractual employment agreements of more than one year duration and exceeding \$10,000.00 per year in value.*
  
2. *Exceptions to Section 1 will be allowed where:*
  - a) *Public Safety is at immediate risk.*
  - b) *A capital project is to be constructed by Municipal District staff using purchased materials and the project has received Council approval.*
  - c) *Council specifically decides to proceed without tendering.*
  - d) *There is known to be only one supplier.*
  
3. *The tender process involves the following steps:*
  - a) *Council or the Agricultural Service Board approves commencement of a project and tenders are called.*
  - b) *Council or the Agricultural Service Board establishes a date and time for the opening of tenders and decides whether to proceed by open or invitational tender.*
  - c) *Administration prepares and distributes the tender package.*
  - d) *Councillors and bidders who submit tenders are invited to the opening of tenders. The opening of tenders is a public process.*
  - e) *Administration analyses the tenders and prepares an administrative recommendation for consideration by Council or the Agricultural Service Board at the next scheduled meeting.*

4. *For all other purchases considered in the annual estimates, administration is hereby delegated with the authority to proceed on the basis of quotations obtained verbally or in writing, with the following points to be considered:*
  - a) *At least two quotes will be considered for purchases of significant value*
  - b) *Exceptions may be made where public safety is at immediate risk or where there is known to be only one supplier.*
  
5. *For Purchases not considered in annual estimates, Council approval must be obtained before proceeding unless public safety is at immediate risk. Council will decide whether or not tenders are required.*
  
6. *For all purchases, whether tendered or not, the following shall be considered:*
  - a) *Preference will be given to suppliers recognized by A.A.M.D. & C. purchasing division.*
  - b) *Local suppliers will be given preference where A.A.M.D.&C. suppliers are not involved.*
  - c) *Costs and value must be considered in judging the best purchase.*

*Date Approved February 22, 2000*

*#11-T-2*