



Policy # 2019-03

Policy Name: Tender Policy

Policy Purpose:

The purpose of this policy is to outline the steps that administration will take when determining which projects to put out to tender and which projects will be awarded to a specific contractor without requiring an official tender process.

Definitions

Administration – Village Manager

Council – Elected officials

Engineer – The present contracted engineering firm

Invited Tender – Written solicitation to selected qualified contractors

New West Partnership Trade Agreement (NWPTA) – Provincial legislation between the provinces of British Columbia, Alberta and Saskatchewan that govern large purchases and construction contracts for government organizations. The NWPTA came into effect July 1, 2010.

Public Tender – Advertised solicitation to qualified contractors. A public tender differs from invited tenders in that any contractor may respond.

The Village – The Village of Hill Spring

Policy Statement:

1. All capital projects that are estimated to exceed \$50,000.00 will be put out for public tender. All projects will comply with the regulations outlined within the New West Partnership Trade Agreement or any legislation like unto it. If the project is estimated to be less than \$50,000.00, Administration will advertise the work locally and regionally in reliable advertising. Whenever possible local contractors should be solicited for quotes/estimates. Administration may or may not tender capital projects estimated to be under \$50,000.00, unless required to qualify for grant funding.



2. Normal operating expenses that are approved for within the budget may or may not be advertised, but may be awarded to a specific contractor at Administrations discretion.
3. Tender packages are to be prepared by Administration and the Engineer.
4. If there is uncertainty as to whether a contract requires approval of Council, the administrator shall present the contract to Council for advice and a resolution if required.
5. Tenders are to be submitted in a sealed envelope and stamped with time and date when received by the Village.
6. The Village Manager and the Village Engineer will review the tenders and present recommendations to council.

Date approved: 2019.10.15

Motion #:2019-10-391



SCHEDULE 'A'

Possible bid processes that may apply

REQUEST FOR PROPOSAL	Used for services of any dollar amount where requirements and specifications are not clearly defined; the vendor is considered the expert; a high degree of flexibility is required and negotiations may be required. A contract is intended at the end of the process for which a formal legal agreement may be required.
REQUEST FOR QUOTATION	Used when services are of a lower dollar amount, requirements and specifications are clearly defined, and the Village is considered the expert and the award processes heavily geared to price. A contract is intended at the end of the process for which a formal legal agreement may be required.
REQUEST FOR TENDER	Used where services are a high dollar amount, requirements and specifications are clearly defined, the Village is the expert and the awarded contract is heavily weighted to price. A contract is intended at the end of the process for which a formal legal agreement may be required.

A minimum of three contractors may be contracted to obtain the best value.