

ADMINISTRATIVE

POLICY 2-06

TITLE: **Tendering Policy**

AUTHORIZATION: **20 September 2004 Council Resolution**

POLICY:

1. When the Summer Village of South View has a project estimated to be of a value larger than \$5,000 (but less than \$250,000*) to be contracted, the project must be tendered to offer all possible contractors an opportunity to bid on the project. This tendering process will be advertised for two consecutive weeks in locally circulating newspapers. The advertisement will provide:
 - a brief description of the project contemplated,
 - the place where a person may obtain further information and tender documents,
 - any conditions for obtaining the tender documents,
 - the place where the tenders are to be sent,
 - the date and time limit for submitting tenders, and
 - the time and place of the opening of the tenders in the event of a public opening.

2. The Administration Office will prepare a formal "Tender Document". The document will give a specific outline of the project to be completed, in as much detail as is possible. The document will require that those bidding on the project provide a detailed outline of what services are to be provided, what equipment is to be utilized. The tender document must clearly identify the requirements of the project, the criteria that will be used in the evaluation of bids and the methods of weighting and evaluating the criteria.

3. The tender document shall contain a privilege clause in a format similar to the following:

"The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria]."

4. The form will outline a financial format in which the tender document/bid is to be submitted. (see attached sample)
5. As the norm, tenders are to be received at the Summer Village of South View in sealed envelopes and will remain sealed until the end of the period of time set out for receipt of tender documents. In specific cases of urgency or short time frame, as determined by the Chief Administrative Officer, tenders may be accepted by fax.
6. Once the period for submission of tenders is closed, the Chief Administrative Officer will open all tenders in the presence of **at least** one other person – administrative staff, Public Works Foreman and/or a member of Council. All present will initial the tender documents to signify that the documents were reviewed in their presence.
7. For submission to Council, the Chief Administrative Officer will present the information from the tender documents in a spread sheet format which will provide the following information:
 - Name of firm submitting tender
 - Itemized details which are required by Council
 - Financial information based on the format approved

The original tender documents will be made available at the Council meeting should Council feel that they require additional information.

8. A decision shall be made by Council based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may take into account the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.
9. Where only one supplier is available to meet the requirements, the rules of the tendering policy do not have to be followed, however, Council must be notified of this situation.

* (If the value of the project exceeds \$250,000, the municipality will follow the regulations set out in the Agreement on International Trade (AIT) and utilize the APC internet system for posting the project.)

Background:

Council wishes to ensure that all local contractors are given an equal opportunity to provide services to the municipality. A formal Tendering Policy will ensure that all tenders are received in similar formats to better enable Council to make an informed decision.

TENDER

The Summer Village of South View is tendering (NAME OF PROJECT). Enclosed please find a description of the work to be completed, (ANYTHING ELSE BEING INCLUDED, E.G. MAP, DIAGRAM) and a Stipulated Price Bid and Contract Form.

The Village requires those bidding to provide a detailed outline of what services are to be provided, what equipment is to be utilized and what building materials are to be used.

The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria].

The Tenders are to be received at the Summer Village of South View in sealed envelopes by TIME AND DATE and will remain sealed until the end of the period of time set out for receipt of tender documents.

Notification will be given to the chosen Bidder by (DATE AFTER COUNCIL MEETING WHERE CHOICE IS MADE) by mail.

THIS DOCUMENT WILL ACCOMPANY THE JOB DESCRIPTION, ANY MAPS OR DIAGRAMS, AS WELL AS REQUIRED STANDARDS OF MATERIALS, IF ANY, AND THE STIPULATED PRICE BID AND CONTRACT FORM.

TO: Name of Project Coordinator
Summer Village of South View
P.O. Box 540
ONOWAY, Alberta T0E 1V0

PROJECT NAME: _____

We, the undersigned, hereby agree to carry out the Work of the Contract in accordance with the Bid Documents for the stipulated price of:

_____ Dollars (\$) _____
Total in words Total in figures

The break down of the costs which are included in this bid are:

Equipment (provide detail of equipment to be used): _____

Manpower (number of people working x anticipated working time): _____

Additional costs (provide detail) : _____

SUBTOTAL: _____

G.S.T. _____

TOTAL COST: _____

We agree to have the work completed by (date required by Council).

This bid is open to acceptance by the Summer Village of South View until 35 days after the bid closing time. This "Bid and Contract Form", together with the provisions of the Bid Documents shall when accepted and signed by the Owner, constitute a binding contract between the contractor and Owner.

Executed this _____ day of _____

BIDDER: _____
(business name – print or type)

(address)

signature of Bidder's authorized representative

name and status of person signing above Date

Accepted and executed this _____ day of _____
by the Owner or Owner's authorized representative.

signature name and title