



TOWN OF TOFIELD

POLICY AND PROCEDURE MANUAL

OPERATIONAL ADMINISTRATION

POLICY: CONTRACT TENDERING AND AWARDS

Policy 2.07

POLICY

There shall be a policy established to ensure there is a fair and equitable process in awarding contracts. Preference will be provided to local suppliers where it is reasonably possible. Consideration may be given to price, quality of product and serviceability prior to any and all purchasing commitments being made.

PROCEDURE

1. All Town contracts awarded must adhere to a fair, open standardized contract tendering and award process based on selection criteria that ensures that the best value is obtained for the price paid without compromising the quality of service sought.
2. All contracts must be executed by approved signing authorities on behalf of the Town.
3. Contract evaluation criteria must include a declaration indicating that the vendor does not have a real or perceived conflict of interest.
4. Contract execution or purchases of goods or services from an employee or and employees immediate family will not be permitted without the prior written consent of the Chief Administrative Officer.
5. Contract execution or purchases of goods or services from a relative or immediate family member of the Chief Administrative Officer will not be permitted without the prior written consent of the Mayor.

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6. Contractors must provide written proof to substantiate claims regarding qualifications, training, applicable licenses, and liability insurance made in proposals, quotes or bids and provide proof of valid Worker's Compensation.
7. Contracting of products and services required by more than one department must be coordinated to ensure that the Town receives the benefits of volume purchasing.
8. Suppliers of products and services will be reviewed and approved prior to their use within the organization. Once approved, the supplier's name will be placed on an Approved Supplier List. Only those suppliers found on the Approved Supplier List shall be used.
9. Formal tendering shall be required where the procurement of goods, services and construction fall under internal trade agreement, MASH Annex 502.4 (Goods and Services of \$75,000 or greater and Construction projects of \$200,000 or greater) the lowest sealed tender may not necessarily be the successful submission.
10. Detailed records, associated with contracted work, must be maintained to monitor warranties and to ensure that the quality of workmanship meet contracted deliverables.
11. Services provided by contractors must adhere to provincial legislation and municipal Bylaws, including payment. Contractors must provide proof of valid Workers Compensation coverage.

COUNCIL APPROVAL MOTION #08-04-17


MAYOR

DATE: April 10, 2017