



City of Summerside Tendering Policy # P-CS-02

*Approved July 16, 2002
replaces policy approved August 16, 1999*

Policy

It is the policy of the Council of City of Summerside to insure openness and fairness in all tendering transactions and to obtain maximum competition for the supply of all 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 City purchasing requirements all Tender Calls shall be advertised at least twice 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

- 2.1 The Financial Services Department is responsible for the management, of the tendering process. Tender packages will be assembled by the Financial Services Department in consultation with the user department.
- 2.2 The tender process is required for all purchases in excess of \$ 15,000 as specified in the Purchasing Policy.

3.0 Tender Process

- 3.1 The tender form should require unit prices, total bid, applicable taxes, delivery dates, delivery location and any terms and conditions regarding warranty and payments.
- 3.2 All bids will be received in the tender box at City Hall before time and date stated in tender call. Bids received after time and date stated will not be accepted.
- 3.3 The name of the bidders and the total tendered amount of bid by each as specified on the tender form is publicly announced. For proposals, the name only will be announced. A list of submissions received and bid amount will be compiled during the opening and signed by the city staff presiding at the opening.



- 3.4 All tenders will be checked for completeness, accuracy and mathematical errors by the Financial Services Department. The recommendation to council will be completed by the user Department.
- 3.5 All tenders will require a bid bond or certified cheque in the amount of 10% of the bid.
- 3.6 Tenders will be evaluated by a group consisting of a member of Financial Services Department and the Department involved in calling the tender.
- 3.7 Where two or more identical low tenders are received, any local vendor will take preference. Where there are no local tenders or where two or more local tenders received the award will be determined by a drawing of lots. The Director of Financial Services will supervise the drawing of lots.
- 3.8 Tenders will be awarded by City Council.
- 3.9 The bidders will be officially notified by letter of the results of the evaluation after the award is made