

 <p style="text-align: center;"><b>VILLAGE OF RYCROFT</b> <b>POLICY AND PROCEDURES MANUAL</b></p> <p style="text-align: center;"><b>Tendering Policy</b></p>	<p><b>Function:</b></p> <p><b>Policy No.</b></p> <p><b>Effective Date:</b></p> <p><b>Supersedes:</b></p> <p><b>Amends:</b></p>	<p><b>Administration</b></p> <p><b>ADM.05</b></p> <p><b>April 2009</b></p> <p><b>new</b></p>
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**Policy Purpose**

To provide a clear and equitable process for bidders to provide Village of Rycroft with goods and services at a competitive price. The application of this policy shall also be within the context of the Freedom of Information and Protective of Privacy (FOIP) Act and any other legislation having jurisdiction.

**Policy:**

**Requests for Tenders**

1. Each request for a sealed tender shall have a clearly defined description of the goods and services required by the Village of Rycroft.
2. Should any additional information be developed or specifications adjusted after the tender documents are prepared and circulated, this information shall be circulated in writing to all those who have requested tender packages.
3. Information received from any possible bidder shall be kept in confidence.
4. Should Council so determine, a limited or invitational tender process may be utilized. This may be due but not limited to situations such as specialized services, time or emergencies.

**Tender Openings:**

1. Sealed tenders shall be received on the date, location and time specified. These criteria will be strictly adhered to.
2. Tenders received by fax for sealed tenders shall be considered unsealed and therefore invalid.
3. Amendments to sealed tenders received will be accepted up to five (5) minutes before the tender deadline referred to under 1.0 above and faxed amendments will be considered valid within the sale deadline (five minutes prior to opening).
4. Tender openings shall be open to the public and attended by a member of senior administration and an additional staff member or representative of a consulting firm under contract with the Village.
5. Under special consideration, Council may authorize the opening of tenders by those under contract with Village without the presence of senior administration or staff in other locations than Village offices.

**Security and Bonding:**

1. If a bid deposit is required, a certified cheque, payable to the Village of Rycroft, in the amount specified in the tender request, shall be submitted with the tender.
2. A bid deposit will be forfeited to the Village if the successful bidder fails to accept the award of tender within thirty (30) days.
3. If a performance bond is required the successful bidder shall submit it to the Village following the award of the tender, within the time specified, and the Performance

Bond shall be retained by the Village until the terms of the tender are complete. The Performance Bond will be forfeited to the Village if the successful bidder fails to comply with the terms and conditions of the award.

4. When required by the terms of the award of tender, an insurance certificate evidencing required insurance coverage, and if required the Village as an additional insured, shall be submitted within the time specified.