

L'ARCHE ANTIGONISH

POLICY AND PROCEDURE MANUAL

POLICY: TENDERS AND QUOTATIONS

Definitions:

1. Tenders - shall be defined as an advertised request for offers from individuals, groups, or business entities on goods to be purchased or services to be provided or any combination thereof.

2. Quotations - shall be defined as any unadvertised request for an offer from individuals, group or business entities on goods or services or some combination thereof.

Policy:

The Board of Directors of L'Arche Antigonish shall call tenders for the purchase of goods or supply of services or some combination thereof for repairs or renovations to existing homes or day program, when the value of such is expected to be greater than

\$2,500 before taxes.

The Board of Directors of L'Arche Antigonish may direct that quotations be attained for the procurement of material, service(s) and/or equipment when the value of such is expected to be under \$2,500 before taxes.

The Board of Directors reserve the option to request tenders at any time when the value is expected to be under \$2,500 before taxes.

Guidelines

1. As a minimum the tenders shall be advertised in a newspaper having circulation in the Town. The number of advertisements placed shall be decided upon on an individual tender basis.

2. The Board of Directors shall authorize staff to send tender documents to firms and other entities when and where it is believed that same would have an interest in responding to the tender.

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3. Tender documents shall be issued by L'Arche Antigonish in which a detailed description shall be given of the project, task or function.
4. Tender documents shall state when tenders close and when and where the tender submissions are to be delivered.
5. Tenders received shall be marked with the time and date of acceptance.
6. Tender documents shall be opened by the Chairperson of the Property and Vehicle Committee.
7. Tenders received after the closing time as advertised shall be returned unopened to the bidder.
8. Only those tenders submitted in the proper form and including all the information, and meeting the requirements as stated in the tender shall be considered.
9. Members of the Property and Vehicle Committee shall review the submissions for any errors or omissions.
10. The Property and Vehicle Committee may make recommendations to the Board of Directors on awarding tenders.
11. The Board of Directors, by way of motion, shall approve the awarding of any tender.
12. Tender documents shall state that L'Arche Antigonish reserves the right not to award a tender but rather may (1) choose not to proceed with the procurement of the goods or services or (2) may decide to make changes in the scope of the work being considered and choose to again call tenders.

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13. Tender documents shall state that L'Arche Antigonish reserves the right not to award the tender to the lowest bidder due to financial considerations, work force, equipment, expertise or reputation of the bidder.

14. All bidders shall be notified in writing of the Board's decision on a tendered matter.

15. Administrative staff may on his/her initiative attain quotations from interested parties when the value of such is expected to be under \$2,500 before taxes.

16. There will be no need for advertising where quotations are concerned.

17. Where a bidder is chosen through the quotation process, the Board of Directors reserves the right to choose any of the quotations received.

18. In an emergency situation that jeopardizes the well being of residents, the Board reserves the right to forego the tender process and authorize staff to procure necessary goods and/or services.