



Chapter 4
Tenders



Tenders

Tender Guidelines

1. Town Council shall call tenders for the purchase of goods or supply of service or some combination thereof, when the value of such is expected to be greater than \$20,000.00
2. Tenders shall be advertised in a newspaper having circulation in the Town
3. Staff shall be authorized 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 and where no fee is required to attain the tender documents.
4. Tender documents shall state when tenders close and when and where the tender submissions are to be opened and that anyone may attend the opening.
5. Tenders received shall be marked with the time and date of acceptance.
6. Tenders shall be opened at the time and place specified in the tender documents and the following persons must be in attendance:
 - I. At least one (1) of the Mayor, Deputy Mayor or Committee Chairman, and
 - II. At least one (1) of the Clerk, Deputy Clerk, Town Engineer or Town Comptroller.
7. In those situations where a tender(s) cannot be opened at the time and place specified, said opening shall be scheduled as soon as possible thereafter.
8. Tenders received after the closing time as advertised shall be returned unopened to the bidder.
9. 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.
10. Once all of the tender submissions have been opened, the appropriate member(s) of Council shall be required to review the submissions for any errors or omissions.
11. The Town Council must by way of motion approve the awarding of any tender.
12. Tender documents must declare that any entity carrying out work for the Town must have in their possession or be in the process of completing a Certificate of Recognition and that to provide compliance with this all such companies or person must provide a Letter of Good Standing from the Newfoundland & Labrador Construction Safety Association.
13. The Tender document shall state that the Town 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.
14. The tender documents shall state that the Town reserves the right not to award the tender to the lowest bidder due to financial considerations, work force, equipment, expertise or reputation of this bidder.

15. The Tender documents shall state that a 5% local preference may apply to contracts up to \$20,000.00.
16. All bidders shall be notified in writing of the Town Council's decision on a tendered matter.