

**R.M. of Browning No. 34**

**Tendering Municipal Projects**

**Policy No. 200-6**

**May 11, 2016**

Subject:	Tendering Municipal Projects
Type:	Administration
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**Tendering Municipal Projects**

The following policies should be followed when tendering municipal projects in all departments whether by public notice or specific invitation:

1. All tenders shall be opened publicly and any advertisement or invitations for tenders shall indicate the closing date and the date and time for public opening. All tenders must also indicate that the tender must be sealed and submitted directly to the Administrator. The Administrator will be in attendance at tender openings.
2. The tender period should close at 4:00 p.m. on a usual business day and tenders will be opened at the next meeting scheduled.
3. In awarding a tender, the primary objective shall be to award the tender to the lowest bidder. However, when circumstances warrant the following set of criterion shall be considered collectively in selecting the most suitable tender bid:
  - a) Price,
  - b) Quality of Product or Service, and
  - c) Vendor References and Past Performance.

4. When it is expected that the above-mentioned criteria may have to be used in a tender decision, the following statements should be included in the original invitation or advertising requesting tenders:

“The R.M. of Browning No. 34 may consider tenders that may not meet requested specifications one hundred (100%) percent or may consider a demo or used unit. The lowest or any tender may not necessarily be accepted, and the R.M. of Browning No. 34 reserves the right to reject any and all tenders.”