

SMOKY LAKE COUNTY



Title: Tender Process	Policy No: 19-02
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Legislative Reference:	Alberta Provincial Statutes
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Purpose:	To establish general provisions on Tendering for services and construction works acquired by the County and maintain integrity in the interest of transparency of the Tender Process.
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Policy Statement and Guidelines:

1. STATEMENT

- 1.1 Smoky Lake County hereby adopts a pro-active process for Tenders and develops an effective risk management strategy on the Tendering Process that is applied consistently, fairly, and without favor on the appointment of a preferred supplier or vendor.
- 1.2 The Tendering Process is to ensure that all bidders are treated fairly and equally.

2. OBJECTIVE:

- 2.1 To ensure that in acquiring services and construction works, Smoky Lake County strives for the lowest prices consistent with the quality and performance specified to result in the best value for the overall benefit of the County.
- 2.2 To ensure that the marketplace has access, competition and fairness to the County's bid opportunities.
- 2.3 To ensure that major acquisitions comply with legal requirements under the *Municipal Government Act*, the Agreement on Internal Trade (AIT), New West Partnership Trade Agreement (NWPTA), and municipal policies.

3. DEFINITION:

- 3.1 **Tender Process:** A Tender Process or "Invitation to Tender" process is a method by which suppliers or vendors are selected for the provisions of goods and services and construction works to an organization. The process involves creating a suite of Tender Documents to manage the supplier or vendor selection process.

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4. GUIDELINES:

- 4.1 All acquisitions of services and construction works shall be initiated with an "Invitation to Tender" in conformance with **Policy Statement No. 08-17: Purchasing Guidelines**.
- 4.2 All Tenders shall comply with the provisions of the New West Partnership Trade Agreement (NWPTA).
- 4.3 All Tenders shall be posted on the Alberta Purchasing Connection.
- 4.4 All Tenders shall be published in the newspaper and shall contain a Privilege Clause stating that: "The lowest or any tender may not necessarily be accepted".
- 4.5 No tenders, quotations or supply of services shall be considered from any Contractor or Vendor who has initiated a litigation process against Smoky Lake County.

5. PROCEDURES:

5.1 Tender Submissions:

- 5.1.1 Tender submissions will be accepted only by hand-delivery to the Smoky Lake County Central Office as per the specifications outlined in the Tender Documents.
- 5.1.2 No Mail, E-Mail or Fax submissions will be allowed.
- 5.1.3 Tender Deposit – Tender must be accompanied by a certified cheque or bid bond made payable to Smoky Lake County in the amount of **ten percent (10%)** of the total sum tendered for the work.
- 5.1.4 Any Tender Process undertaken by Engineering or other Consulting Firm, on behalf of Smoky Lake County, shall specify any Terms, Procedures or Conditions that any necessitate variance from this Policy. Such a process shall provide to the County a written evaluation and recommendation from the consultant.

5.2 Tender Closing:

- 5.2.1 All Tender Closings for Smoky Lake County shall be **2:00:00 P.M., current Mountain Time**.
- 5.2.2 The Designated Clock used as the time recording device for closing date of Tenders is located by the Receptionist Desk at the front counter.

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- 5.2.3 All tenders shall be stamped and the time recorded on the envelope when received and handed to the Chief Administrative Officer with seals unbroken.
- 5.2.4 No tender shall be opened that has been received after the closing time specified.
- 5.2.5 No negotiating will take place with any bidder following tender closing.

5.3 Tender Opening:

- 5.3.1 The Chief Administrative Officer or designate and the Department Manager or designate relating to the Tender Project will open tenders after the closing date in Public to review and prepare an Evaluation Summary, as per ***Schedule "A": Evaluation Summary*** to be presented at a Council Meeting for awarding the Tender.
- 5.3.2 The Chief Administrative Officer or designate shall ensure that tenders are:
 - 5.3.2.1 Received by the date and time due.
 - 5.3.2.2 Return to the tender applicant with a covering letter, if the tender is late. The seal on the late tender shall remain unbroken. A photocopy of the date/time stamped envelope will be maintained for County record.
 - 5.3.2.3 Opened to review and ensure the tender required specifications have been met and all mandatory factors are considered in comparing the tenders that meet the specifications.

5.4 Public Bid Opening:

- 5.4.1 At **2:15:00 P.M.**, following the Tender Closing, a Public bid opening shall be held. All on-time sealed bids received will be opened to the public in an effort to ensure that all vendors are treated equitably, and that the integrity of the tender process is maintained.
- 5.4.2 The following disclosure of information will be read at public bid opening:
 - Bid request number and procurement project description.
 - The name of the Company.
 - Disclosure of price-related amount(s) of the total bid.
 - Whether or not a surety is enclosed.

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5.4.3 All bids amounts and surety details will be recorded on an unofficial bid summary sheet – ***Schedule “B”*: Unofficial Bid Summary** as they are read out.

5.4.4 All bids recorded on the unofficial bid summary sheet shall be subject to verification, analysis, and recommendation.

6. TENDER DOCUMENTATION

Tender Documents given to all prospective bidders shall contain the following information:

6.1 INVITATION TO TENDER

Identifies the Procurement Project Description and Project Number, Submission information and requirements and a brief outline on the Scope of Work to be undertaken.

6.2 INSTRUCTIONS TO TENDERS

Provides information and clarification to the bidders’ responsibilities for the preparation, specifications and requirements, terms and conditions, and submission of the Tender.

6.3 CONTRACT:

6.3.1 A contract format with General Terms and Conditions, Special Terms and Conditions and Scope of Work sections that flow from the Tender Documents and form the basis of the written agreement between two parties.

6.3.2 A final decision is made by Council to award the contract to the supplier or vendor that best meets all the criteria specified.

6.4 All Tender Documents along with bid bonds and any other documents relevant to tender awarding must be submitted together by the bidder at the time of bid submission, such as proposed addendums to the Contract.

7. EVALUATION CRITERIA

7.1 The County shall examine all Tender documents and will enumerate the criteria with assigned points upon which the bidders will be evaluated.

7.1.1 Bids received without Tender Deposit and Surety shall be immediately disqualified.

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7.2	The basis of the selection evaluation criteria is a maximum number of points on the following areas:
7.2.1	20 Points: Price. (subtract 1 Point for each 2% over Budget cost).
7.2.2	20 Points: Previous Experience.
7.2.3	15 Points: Timing and Completion.
7.2.4	10 Points: Equipment
7.2.5	15 Points: Safety Record.
7.2.6	10 Points: Positive References / Referrals from previous clients either as provided by the bidder or sought and attained by the County.
	90 Points – Total
7.3	The net scores for all compliant bids shall be reported to Council.
8.	TENDER AWARD
8.1	A tender award decision may be made by County Council after the County has had an opportunity to examine and evaluate all tenders in detail; tentatively <u><i>Date will be specified by County and listed at the time of issuing the Tender.</i></u>
8.2	Complies with the conditions of the tender and have been properly completed and signed.
8.3	The acceptance of the Tender shall bind the successful Bidder to execute a Contract with the County.
8.4	All other documents relevant to the Contract (e.g., Performance Bonds, Verification of Insurance, etc.) must be submitted to the County prior to execution of the Contract.

	Date	Resolution Number
Approved	September 27, 2001	# 659 - Page # 7161
Approved	September 27, 2012	# 837 - Page # 10182
Amended		
Amended		
Amended		



SCHEDULE "A"

EVALUATION SUMMARY

Tender Project No: _____

Project Name: _____

Evaluation Criteria	POINTS	Bidder: _____ Fax: _____	Bidder: _____ Fax: _____	Bidder: _____ Fax: _____
		_____, Alberta	_____, Alberta	_____, Alberta
Price Subtract 1 point for each 2% over Budget cost	20			
Previous Experience	20			
Timing and Completion	15			
Equipment	10			
Safety Record	15			
Positive References/Referrals from previous clients either as provided by the bidder or sought and attained by the County.	10			
	90 Points	Points: _____	Points: _____	Points: _____
TOTAL		\$ _____	\$ _____	\$ _____

SCHEDULE "B"



Box 310 4612 McDougall Drive
 Smoky Lake, AB T0A 3C0
 Phone: 888.656.3730 Fax 780.656.3768

**UNOFFICIAL
 BID SUMMARY**

Tender Project No: _____

Project Name: _____

TENDER OPENING DATE: _____

Subject to verification, analysis and recommendation

Tender Opening Time: 2:15:00 P.M.	BID	SURETY
Company: _____	\$ _____	
Company: _____	\$ _____	
Company: _____	\$ _____	
Tender Opening Closed: Time _____ P.M.	Total Submission: _____	

ATTENDANCE RECORD:

NAME: _____	POSITION: _____	TITLE: _____
NAME: _____	POSITION: _____	TITLE: _____
NAME: _____	POSITION: _____	TITLE: _____
NAME: _____	POSITION: _____	TITLE: _____
NAME: _____	POSITION: _____	TITLE: _____