

Denman Island Residents Association (DIRA)

Purchasing Policy

Adopted by resolution of the membership: November 14, 2005

1.0 Principle - Tenders are called and awarded in an accountable, transparent and fair market approach to ensure that the community receives good value for money. Contracts **exceeding \$5000 in value will be tended in accordance with the policy below**. Contracts with a value of \$1000 to \$4999 are let by obtaining 3 documented supplier quotes. Purchases of goods or services under \$1000 are completed by a simple price search obtaining a least two quotes.

1.1 Contracts will not be split in order to avoid the tendering process.

2.0 Advertising for Tenders - An advertisement outlining the services or goods required, the qualifications of the contractor, the time limits associated with the contract, the payment and payment schedule and the closing date for tenders will be placed in, "The Grapevine" and the "Comox Valley News". The president or chair of the Committees concerned may also forward the Notice of Tender to known competent firms.

3.0 No tender documents shall be issued without the express written approval of the President of DIRA.

4.0 The relevant committee of DIRA (referred to as the "Committee") prepares the tender documents outlining the terms and conditions.

5.0 Format of the Tender Documents. The terms and conditions of the tender documents will follow the format outlined in the attached document, Residential and Commercial Refuse Collection on Denman Island, which forms part of this policy:

5.1 Instructions to bidders. The Instructions to Bidders will follow the format outlined in the attached document, "Residential and Commercial Refuse Collection for Denman Island";

5.2 A schedule outlining the unit contract prices in the format outlined in Schedule "A" – Tender Form;

5.3 A schedule outlining the list of equipment to fulfill the demands of the contract (if required). This schedule should follow the format outlined in, Schedule "B" –Tender Form";

5.4 A schedule outlining the Bidder's experience in similar

work. This schedule should follow the format outlined in, Schedule “C” – Tender Form”;

5.5 A schedule providing essential information regarding the bidder. This schedule should follow the format outlined in, Schedule “D” –Tender Form”;

5.6 A schedule outlining the bid bond placed by the bidder. This schedule should follow the format outlined in, Schedule “E” – Tender Form”;

5.7 A schedule outlining the performance bond required to ensure the performance of the contract. This schedule should follow the format outlined in, Schedule “F” – Tender Form”;

5.8 The general conditions of the contract. These general conditions should follow the format outlined in, “General Conditions”.

6.0 Bid Deposits - DIRA reserves the right to request bid deposits to ensure that tenders are sincere and binding. The bid deposits are returned to the unsuccessful bidder(s). The successful bidder has the Bid Deposit returned upon signing of the contract. It is the responsibility of the Chair of the “Committee” to hold and return the Bid Deposits.

7.0 Tenders are available for public view at the library on Denman Island.

8.0 No canvassing. Any bidder who solicits support for his or her bid from members DIRA, the Executive of DIRA or the “Committee” will be excluded from consideration.

9.0 Pre-Qualification - all bidders are advised that, at the time of tendering, all bidders will be required to satisfy Denman Island Residents’ Association, in writing that the contractor has necessary qualifications to perform the service and meet the terms of the contract, including type of equipment required, liability and other insurance requirements, Worker’s Compensation coverage, performance bonds required and other qualifications that may be required from time to time;

10.0 Individuals excluded from bidding on contracts advertised by DIRA are:

10.1 Members of The Executive Committee of DIRA;

10.2 Members of the DIRA Committee making recommendations for selecting the contractor (see 12.1

below).

- 11.0 The contracts shall be for a term no longer than three years. The contract may be extended for an additional one year term by mutual agreement. The maximum number of extensions permitted is two. After this maximum term of five years a contract shall be re-tendered.

12.0 Award of Tenders and Execution of the Contract:

- 12.1 The date and time to close receipt of tenders and the opening of tenders is noted on the Notice of Tender. Tenders are sent to the Chair of the “Committee” (the Committee of DIRA having first hand knowledge of and day-to-day responsibility for the contract), who date stamps the tenders upon receipt, and retains them sealed in their envelopes and held in a secure place;

- 12.2 Opening of Tenders – The President or Chair of the “Committee” calls a public meeting for the time noted for the Opening of Tenders. At this time the tender prices and any other relevant information is made available to the public;

- 12.3 Late Receipt of Tenders – Any tenders received after the announced time for the receipt of Tenders will be returned unopened.

- 12.4 The “Committee” will review all tender documents in a closed meeting, and make a recommendation to the Executive Committee of DIRA regarding the awarding of the contract. This recommendation shall be based on the following:

- i. The lowest or any tender will not necessarily be accepted;
- ii. The tender will be reflective of current market costs;
- iii. The level of competence demonstrated by the contractor.

- 12.5 The “Committee” will make a recommendation to the President of DIRA, who will take this recommendation to the Executive Committee of DIRA for final approval. The approval of a contract by the DIRA Executive Committee will be final and binding;

- 12.6 Announcing of Tender Award – This is made at the next General Meeting of DIRA;

- 12.7 Signing of the Contract – This shall be done by the President of DIRA and one other Table Officer;
- 12.8 Notice to Proceed – This will be issued by the President of DIRA in consultation with the Chair of the “Committee”;
- 12.9 A copy of the signed contract will be lodged with the Comox/Strathcona Regional District. The President of DIRA is responsible for forwarding the successful contract to the Regional District and returning the unsuccessful tender(s) to the bidder(s).