



Department: Administration/
Finance

POLICY STATEMENT

Chetwynd Recreation Complex Purchasing Policy and Approval Process

AUTHORITY

The Board of the Peace River Regional District delegates purchasing authority for the Chetwynd Recreation Complex (referred to as the "Complex") to the Civic Properties Commission Building Committee (referred to as the "Building Committee.")

PURCHASING POLICY

A. GENERAL

1. These represent the minimum purchasing requirements. The policy does not prevent the minimum standards to be exceeded.
2. Where the Building Committee deems it an emergency, it reserves the right to waive the policy.
3. Tendered or quoted amounts must be the same or lower than the budgeted amount.
4. All purchases are to be by Purchase Order only for project record keeping purposes.

B. PURCHASING LIMITS AND APPROVALS

1. The Construction Manager is authorized to approve purchase orders for budgeted goods and services for the Complex, as follows:
 - a) up to \$1,000 (catalogue price, or verbal quote – recorded on copy of purchase order)
 - b) from \$1,001 to \$10,000 (at least two written or verbal quotes recorded on copy of purchase order).
2. The Building Committee shall approve goods and services for the Complex as follows:
 - a) from \$10,001 to \$50,000 (invitation to tender)
 - b) over \$50,000 (publicly advertised tender).

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TENDERING POLICY – Projects

C. Tenders, verbal or written must clearly convey to the suppliers that:

1. all tendered prices must be net of PST;
2. all tendered prices are FOB Chetwynd Recreation Complex;
3. the Building Committee will not necessarily accept the lowest or any bid and may accept the lowest or any bid and may accept or reject bid irregularities;
4. bid deposits or surety shall be prescribed on purchase notices inviting bids;
5. the Building Committee may require a performance bond before entering a bid-based contract, and in such amounts as shall be found necessary to protect the best interests of the Complex;
6. the Building Committee reserves the full right, in its sole discretion and according to its own judgement of its best interest to:
 - a) reject any or all tenders,
 - b) waive any defect or deficiency in a tender which does not materially affects the tender of the Tender Price,
 - c) accept any tender, including an Alternative Tender,
 - d) accept the Tender which is deemed most advantageous to the Building Committee, the lowest or any Tender will not necessarily be accepted; and
7. in no event shall the Building Committee be liable for a tenderer's cost of preparing a tender.

D. RECEIVING OF TENDERS

1. All tenders envelopes shall be stamped or handwritten with the time of receipt (date, hour and minutes).
2. A list of tenders received shall be kept and remain confidential till the tender opening.
3. Tenders must be kept in a secure place.
4. Tenders submitted via facsimile machine or via email are not acceptable unless such is expressly permitted in the tender call.

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D. Receiving of Tenders (continued)

5. Revision to the tenders are attached to the relevant submission and must only show an increase or reduction.
6. The Construction Manager should attempt to notify bidders of any obvious irregularities in the receipt of the tender, prior to tender opening.
7. The number of tenders submitted is confidential information and shall not be disclosed until the tender opening commences.

E. OPENING OF TENDERS

1. Tender opening shall at all times be formal, correct and a well documented record made.
2. A tender opening record shall list the names of the bidders, the amount of the bids, the revised prices (if any) and the total of each bid.
3. Names and signatures of at least two Building Committee members present must be attached to the tender opening record.
4. All pertinent data/information must be noted, including the names of all people in attendance and their affiliations.
5. The Construction Manager staff shall ensure that they adhere to the correct opening time to ensure that tenders are not opened prematurely.
6. Each tender is to be received in the form prescribed.
7. All tenders submitted late shall be returned to the sender unopened with tender envelope marked "Late Tender/Unopened".
8. Under no circumstances is the Construction Manager to give an indication of who the successful bidder is until where applicable, the Building Committee has made a decision.

F. AWARD OF TENDERS

Tenders shall be referred to the building Committee for authorization.

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G. POST TENDER NEGOTIATIONS

The Building Committee may negotiate changes to the tender with the lowest qualified bidder only in compliance with the following:

- a) negotiations shall be with the lower bidder
- b) all successful bidders shall be advised as to the disposition of their written quotes or bids
- c) the scope of work as detailed in the Tender call does not change

H. GIFTS AND GRATUITIES

Peace River Regional District employees, District of Chetwynd employees, Construction Manager and Building Committee members are expressly prohibited from soliciting or accepting any rebate, gift or gratuity (excepting minor mementos of no value) from any person or firm to which any contract or purchase order may be awarded.