

Section: **B**
Subject: **Tenders**

Policy Number: **B-005**
Total Pages: **1**

Approval Date: **Nov. 21, 1984**
Revision Date(s) **May 15, 1991,**
June 19, 1991, May 19, 1993, May
18, 2005

TENDER POLICY

A minimum of three potential suppliers, when possible, will be contacted for all items being tendered. All local suppliers and services who could potentially deliver the desired goods or services, will be given the opportunity to respond to the written tender. Local suppliers are deemed to be those suppliers who operate within the catchment area of Community Living-Central Huron. Also, the Finance Committee reserves the right to extend the search outside the catchment area for specific services and/or products. Items and services to be tendered will be those expenditures that exceed \$5,000., as well as recurring services.

The Finance Committee will provide instructions to the Central Administration Staff with respect to distributing tenders, specifically date of issue/return; opening instructions; ensuring all details are included; seeking clarification as necessary from respondents and preparation of a written summary. At its discretion, the Finance Committee may invite a resource person(s) to assist with the development of the call for tenders, as well as to review tender responses. A self-addressed envelope to Community Living-Central Huron, marked: "Attention: Finance Committee - Tender," will be included in the tender package. The tender process will be consistently applied to all services and/or products.

The Finance Committee will review all tenders properly returned before the due date and make a recommendation(s) to the Board of Directors. Lowest or any tender not necessarily accepted.

Following the motion by the Board of Directors, the Finance Committee or designate, will be responsible for notifying in writing, the successful and unsuccessful suppliers.

The Tender Policy does not preclude the Executive Director or designate, to conduct market surveys on various items/services on day-to-day operational products or services.