



TOWN POLICY

POLICY NUMBER: 1901

REFERENCE:
Council 771.09.90

ADOPTED BY:
Town Council
19 September 1990

PREPARED BY: Corporate Services

DATE: 19 September 1990

TITLE: Awards to Bidders Policy

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Policy Statement

The Town of Strathmore will provide opportunities to local businesses in order to encourage the development of Strathmore's business community.

1. **Definitions**

- 1.1 **Bid** means a bid, tender or price offered to the Town of Strathmore.
- 1.2 **Bidder** means a person, firm or agency offer a bid to the to the Town of Strathmore.
- 1.3 **Local Business** means a business having a Strathmore Resident Business License.
- 1.4 **Local Content** means the sale of goods and services purchased or provided within the Town of Strathmore, or the employment of one or more persons at a location within the Town of Strathmore.

2. **Responsibilities**

- 2.1 Council
 - 2.1.1 To review any bid submitted to Council on the basis of this Policy.

2.2 Town Manager

2.2.1 To ensure that this Policy is applied to all purchasing by the Town of Strathmore.

2.2.2 To ensure, wherever possible, that the specification details emphasize performance requirements and not design or product characteristics.

2.2.3 To ensure that local content is correctly identified in applying the provision of local preference.

2.2.4 To provide forms and procedures for the administration of this Policy.

2.3 Directors and Superintendents

2.3.1 To ensure that a copy of this Policy is included in all tender packages.

2.3.2 To ensure that all advertisements for tenders include the words “All tenders are subject to the Town of Strathmore Awards to Bidders Policy”.

3. **Analysis of the Value of Bids, Tenders and Prices**

3.1 The following factors in combination, but not necessarily listed in order of importance shall be considered in evaluating the value of any bid, in as far as it is practical to do so;

3.1.1 Price, based on the same F.O.B. location and payment terms and discounts offered.

3.1.2 Record, the bidder’s previous record of performance, service and experience.

3.1.3 Quality, the ability of the bidder to start, undertake, complete or deliver within set time constraints.

3.1.4 Availability, the ability of the bidder to start, undertake, complete or deliver within set time constraints.

3.1.5 Service, the ability of the bidder to provide service before, during and after delivery or completion, including the warranty offered. This will also include the cost of upkeep over the life of the goods or services.

3.1.6 Standardization, the purchase of similar items in order to reduce future costs and inventories.

3.1.7 Bulk Purchasing, the ability to reduce future or present costs through the purchase of larger quantities, cumulative quantities, bulk packaging or bulk purchasing.

3.1.8 Local Content, the provision of goods and services purchased in the Town of Strathmore, and/or the employment of residents of the Town of Strathmore.

3.1.9 Albertan Content, the provision of goods and services purchased in Alberta, and/or the employment of residents of Alberta.

3.1.10 Canadian Content, the provision of goods and services purchased in Canada, and/or the employment of residents of Canada.

3.1.11 Other Factors, any other item that adds costs or value to the bid.

4. **Local Preference**

4.1 Based on all factors being considered in evaluating the value of a number of bids which are considered as being equal, except in price, the award shall be made on the basis of the following order of priority;

4.1.1 Town of Strathmore, a bid submitted by a local business and having local content shall be awarded to that business if the bid is;

4.1.1.1 the lowest bid from a local business, and

4.1.1.2 That the bid is not more than two percent (2.00%) above the lowest cost submitted.

4.1.2 A bid submitted by a business resident in the following locations by order of priority, being the lowest cost or equal with the lowest cost submitted;

4.1.2.1 County of Wheatland

4.1.2.2 Alberta

4.1.2.3 Canada

4.1.2.4 Other Locations

4.2 Where a contract or purchase is funded in part or in whole by the Government of Canada or the Government of Alberta, the regulations of that government shall be applied to the award. Normally this will require award to the lowest price submitted.

4.3 The Town of Strathmore reserves the right to reject any and all bids, waive informalities and to contract as the best interests of the Town of Strathmore require.

5. **End of Policy**