

THE CORPORATION OF THE VILLAGE OF WARFIELD

POLICY TITLE: **Contract Policy**

POLICY #1200

POLICY STATEMENT:

It is the policy of Council to utilize a transparent, reasonable, and fair process in awarding contracts for the purpose of balancing value for money benefits for taxpayers, and opportunities for the local business community.

POLICY BACKGROUND:

Most contract services purchased by the Village are initiated by some form of public or invitational tender; some long term service contracts have been maintained by negotiating renewals with incumbents without the benefit of a tender call.

POLICY GOAL:

It is the goal of this policy to secure fairness and efficacy in contract services, and to ensure that the cost and quality of services purchased remain competitive.

POLICY OBJECTIVES:

1. To purchase contract services where such services are deemed to offer greater value for money.
2. To issue an invitational tender call for projects or services when the estimated cost is in the range of \$15,000 to \$49,999 per fiscal year.
3. To issue a public tender call for all projects or services estimated to cost more than \$50,000 per fiscal year.
4. In awarding contracts to give consideration to contractors or suppliers whose principal domicile is the Village of Warfield.
5. To inform potential contractors that the Village of Warfield is not a member of the Public Construction Council of British Columbia, the British Columbia Construction Association, or any other construction association.
6. To inform potential contractors that the Village of Warfield does not adopt or agree to be bound by "*The Procedures And Guidelines Recommended For Use On Publicly Funded Construction Projects*" produced by the Public Construction Council of British Columbia, September, 1989, or any other procedure/guidelines recommended, adopted or produced by any construction association in the tendering and award of the contract on any project.
7. That long term service contracts maintained by negotiating renewals with incumbents be re-tender a minimum of once every 5 years.

Initially approved at meeting #17-00 on June 28, 2000

Last reviewed and revised at meeting #27-06 on August 9, 2006

Next scheduled to be reviewed on July 11, 2007