

## **NAME: TENDERING/PURCHASING POLICY**

### **PURPOSE:**

To ensure proper accountability in the expenditures of Park Funds, the Lac Pelletier Regional Park Board Authority will put to public tender all service contracts and all capital purchases and other capital expenditures that have an estimated value in excess of twenty-five thousand dollars or in all other cases when the Board deems it to be in the best interest of the Park.

### **POLICY GUIDELINES**

1. The issuing of contracts for goods, services and facility renovations and capital projects should be and should appear to be done in such a manner as to ensure proper and responsible use of Park Funds.
2. All procurement for goods, services, facility renovations and capital projects will be based on the following minimum guidelines. It is the policy of Lac Pelletier Regional Park Board Authority to follow a competitive process whenever practical.
  - Not exceeding \$10,000 in value may be purchased based on purchaser's knowledge and experience with supplier, knowledge of last purchase price and-or verbal quotation.
  - Between \$10,000 and \$25,000 may be put to public tender but shall be put to invitational tender provided that a cross-section of contractors equipped to provide the required items or services are invited to bid.
  - Any goods-services exceeding \$25,000 shall be put to public tender and shall be advertised in local newspapers and-or via other media normally used for this purpose. All advertisements shall call for sealed or electronic tenders, shall indicate when and where the tenders will be opened and addressed to the attention of the Board Chair or designate. Where electronic tenders are supplied, the tender must clearly indicate that the supplier is responsible for the completeness and the timing of the transmission. All quotes will be evaluated on the price, quality, labour standards and organizational impact.
  - Any goods-services exceeding a threshold of \$75,000 must also adhere to the procurement rules outlined in New West Partnership Trade Agreement and shall be posted on SaskTenders website [www.sasktenders.ca](http://www.sasktenders.ca)
  - Any construction exceeding a threshold of \$200,000 must adhere to the procurement rules outlined in New West Partnership Trade Agreement and shall be posted on SaskTenders website [www.sasktenders.ca](http://www.sasktenders.ca).
3. Sole or single sourcing in excess of \$25,000 may be exercised by Lac Pelletier Regional Park if the following documentation and justification is provided and pre-approved by the Board.
  - Only one supplier is capable of meeting end user requirements and specifications
  - The requested item is to match existing product, equipment or systems and is only available from the original product manufacturer;
  - No other distributor in the market;
  - Immediate procurement is essential for the continued functioning of Lac Pelletier Regional Park; and-or
  - Disclosure through a competitive process could reasonably be expected to compromise confidentiality or cause disruption to Lac Pelletier Regional Park.

4. For capital equipment and capital facility renovation projects that are not provided for in the approved budget of Lac Pelletier Regional Park rationale for the expenditures and funding sources must be documented and pre-approved by the Board.
5. Where the Board deems that particular services previously performed by employees cannot be performed by employees the Board may approve the contracting of services.
6. For real capital expenditures that are not provided for in the approved budget of the Park, the Board will approve by resolution. Such a resolution of the Board shall be subject to any required approvals by the Minister.
7. When dealing with potential vendors regional and community support may be considered in the criteria for the award of tenders. However, the weighting for these criteria may not be higher than any other criteria. The Board, at its discretion, may consider the location, experience and record of the bidder in addition to their compensation request when awarding a contract.
8. The Board shall treat all tenders fairly and with respect.
9. Board members and Park employees must disclose any financial or personal interest, direct or indirect, in a prospective tender to the Board and/or Board Chair and where deemed appropriate, withdraw from the decision making process.
10. Business gifts should not be accepted from vendors or potential vendors as part of the tendering process.