

STANDING OFFER AND SUPPLY ARRANGEMENTS POLICY

Policy #26-20

Objective

The objective of this policy is to define the process used by the Village of Haines Junction to administrate the process of tendering and selecting from suppliers the equipment and services required by the Village on an ad hoc basis and for the provision of some supplies.

Outcomes

The process will be fair and reflect good commercial practice.

Parameters

The parameters are:

- There must be a public tender process;
- Successful tender respondents must possess a valid Haines Junction or inter- municipal business license;
- Tender respondents must provide proof of insurance at a level acceptable to the Village
- Tender respondents must provide proof of WCB coverage;
- The determination of the successful tenderer for any equipment rental, service or supply provision will be decided upon:
 - The piece of equipment, service or supply which in the opinion of staff is most suitable;
 - The lowest rate; and,
 - Availability.

Adopted by Resolution #68-20 on the 26th day of February, 2020.

Dan Rodin, Chief Administrative Officer

Standing Offer and Supply Arrangement Policy Procedures

The following procedures will be implemented to effect the Standing Offer and Supply Arrangement Policy:

1. Staff will follow good business practice;
2. Each fall the staff will issue public tender notices advising prospective tenderers of the opportunity to tender;
3. Public Notification will be issued a minimum four (4) weeks prior to the close of the tenders
4. Tenders may be issued for:
 - a. Ad hoc equipment rental.
 - b. Skilled services such as plumbing, carpentry, electrical, and, recycling pick-up.
 - c. Provision of heating fuel.
 - d. Provision of vehicle fuel.
 - e. Any other service or supply that staff feels would be appropriate.
5. The service period for each tender will be the calendar year;
6. In determining the successful tender, the lowest bid will ordinarily be accepted;
7. Successful tenderer will be required to hold a Haines Junction or inter-municipal Business License;
8. Successful tenderer (s) will have the appropriate level insurance as determined by staff;
9. Successful tenderer(s) will provide proof of WCB insurance;
10. For equipment rental the following determination will be made:
 - a. The piece of equipment, service or supply which in the opinion of staff is most suitable;
 - b. The lowest rate; and,
 - c. Availability.
11. Staff will ordinarily provide forty-eight hours' notice to providers of rental equipment or services;
12. When the desired rental equipment is not available, staff will contact the tenderer with the next most suitable piece of equipment;
13. Staff will maintain a record and rationale for selecting the equipment rented;
14. If two or more tenderers submit equal quotations the following will be implemented:
 - a. the provision of the supplies will be shared in a manner that in the opinion of staff should result in an equal division of the annual required value; and,
 - b. the provision of equipment or services will be shared on an alternate basis and staff will try and ensure the all parties will receive the same value of work.
15. If in the opinion of Village Staff, the work or product is defective, staff will notify the supplier and attempt to resolve the matter by:
 - a. Obtaining, for the work completed, a reduction in the rate quoted; or,
 - b. Obtaining an agreement that the work will be fixed at no charge to the Village.
16. If the matter is not resolved, staff may initiate legal action and/or notify the supplier that the Village will no longer use their services for a period of twelve (12) months.