

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

POLICY FOR SUBMISSION OF TENDERS AND QUOTATIONS

PURPOSE:

To establish the procedures for the submission of Tenders and Quotations for goods and services required by the Township of O'Connor.

POLICY STATEMENT:

Tenders and Quotations must be submitted in written form to the Township of O'Connor.

Tenders and Quotations must be submitted in a sealed envelope and a reference on the envelope indicating the subject of the Tender or Quotation being submitted.

Tenders and Quotations must be submitted by the set date and time. The date and time received will be noted on the envelope by the Township Clerk-Treasurer or designate. Tenders and Quotations received after the set date and time will not be given consideration by Council.

Tenders and Quotations will be opened at the council meeting next following the closing date.

Tenders and Quotations will be considered exclusive of taxes to ensure each submission is considered on an equal basis.

NOTICE AND ADVERTISING:

A notice will be given to all residents and ratepayers of the Township in the local Cornerstone Newsletter requesting Tenders and Quotations for the supply of goods or services.

An advertisement may, at the discretion of Council, be placed in the Thunder Bay Chronicle-Journal requesting Tenders or Quotations for the supply of goods or services.

EFFECTIVE DATE:

This Policy shall come in effect as of September 13, 2002.