

ADMINISTRATION - POLICY

TENDERING

Purpose

To establish a policy regarding the expenditure of funds through the tendering process, that is consistent throughout operations within the Regional District.

Policy

All expenditures between \$5,000 and \$10,000 require invitations through an identified list of contractors, and that it be substantiated by a letter in writing.

All expenditures exceeding \$10,000, shall be advertised through the proper process.

Before a contract is awarded, it will be necessary to invite or advertise quotations by the sealed tender process.

All tenders are to be opened by the Administration staff at the Skeena-Queen Charlotte Regional District, or by a committee appointed by the Board.

All tenders received by a Committee/Commission shall be referred to the Skeen-Queen Charlotte Regional District Board for ratification.

The lowest tender bid will not necessarily be accepted.