



TENDERING INFORMATION

Public Tendering Requirements:

- Goods and Services over \$10,000
- Work over \$20,000
- Professional Services over \$100,000

Below these public tender dollar limits, quotations are requested from qualified vendors.

Documents used in the tendering process:

Request for Proposal : Document used to request pricing when specification for a product or service can not be well defined or to acquire Professional Services (such as legal, medical, engineering, architectural, engineering, architectural, environmental, accounting, land surveying, insurance brokerage and banking.)

Request for Quotation: Document used to request pricing from suppliers. Commitments to purchase are normally confirmed with at purchase order.

Purchase Order: Document used to commit the purchase of goods or services with standard Purchasing Terms and Conditions.

Blanket Order: Document used to purchase a service, usually for extended periods, can also be used as a payment tool to administer a contract payment..

Technical Specification: Document used with a Request for Quotation, providing vendors with a detailed description of the particulars of our specific requirements.

Tender Document: Document used to request pricing and other information from suppliers or contractors for construction, major equipment supply, transmission or distribution projects and specialty services.

Contract Document : Document used to bind both parties to a contract for performance of requirements normally associated with construction, supply or service contracts (usually upon acceptance of a tender submitted in response to a call for tender.

Awarding Tenders: Tenders will be awarded to the lowest evaluated bid, based on total value analysis of the bids submitted. This analysis may include price, quality and suitability of product or service in reference to our specifications, vendor performance, delivery commitment , environmental factors, safety awareness programs, and other aspects as deem necessary.

Supply Chain Management will post all bidders names to our website. Successful bidder and amount will be posted at time of award. All tender information is considered confidential and may only be released by Supply Chain Management.