



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 004

SECTION: BRD

SUBJECT: TENDERS	
MOTION #: 06-06-2018	DATE OF MOTION: June 26, 2018
CHAIRPERSON: Eugene Jansz	DATE SIGNED: June 26 / 18
EFFECTIVE DATE: January 22, 2002	REVISED DATE: January 21, 2013
DATE REVIEWED: April 16, 2018	

PURPOSE

The purpose of this policy is to outline the tendering process for operational and non-operational projects.

POLICY

The process outlined below will be followed in tendering for services.

DEFINITIONS

Local Services – businesses owned and operated in Isle Madame and Louisdale

Operational Tenders - tenders directly related to the operations of St. Anne Centre. E.g. Furnace Oil, snow removal, etc.

Non-Operational Tenders – tenders under the purview of the Board of Directors. E.g. Architectural Services, etc.

PROCEDURES/GUIDELINES

1. When advertising for tenders, notification must be given that not necessarily the lowest, nor any tenders, will be accepted. Preference may be given to local tenders.
2. A prepared package of information will be provided to all applicants where appropriate. Notification on the availability of this package must be included in the advertisement.
3. Operational tenders will be awarded by St. Anne Centre Administration.
4. Non-Operational tenders will be awarded by the St. Anne Centre Board of Directors.

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