

## Unsolicited Bids Procedure

|   |  |
|---|--|
| <b>Category:</b><br>Finance Division          | <b>Policy:</b><br>FIN-F18-019                        |
| <b>Effective Date:</b><br>January 15, 2017    | <b>Revision Date:</b><br>June 15, 2017               |
| <b>Supersedes:</b>                            | <b>Coverage:</b><br>All Town Departments             |
| <b>Reviewed by:</b><br>Manager of Procurement | <b>Approved by:</b><br>Director of Finance/Treasurer |
| <b>Authorized Signature:</b>                  |  |

### Procedure Statement

The Town is committed to following open, fair and transparent procurement processes and in doing so has created a procedure to set out the process for receipt of an Unsolicited Bid.

### Scope

This procedure applies to all employees of the Town and any Bidder.

### Purpose

The purpose of this Procedure is to outline the process for Town staff to respond to Unsolicited Bids in a manner that ensures transparency and fairness and to provide guidance to Vendors on the submission of Unsolicited Bids to the Town.

### Definitions

All capitalized terms used in this procedure shall have the meaning given to them in the Procurement Policy, unless otherwise defined in this Procedure.

**“Unsolicited Bid”** means an offer submitted to the Town by an individual, Vendor or group of Vendors that was not solicited through any type of Procurement process. The Bid is the result of the submitter’s initiative and not due to any request made by the Town.

## **Procedure**

Unsolicited Bids are not to be used to circumvent the Town's Procurement Policy and are not to be considered if any of the following conditions exist:

1. It resembles a current or upcoming Competitive Bid Process that has or will be requested;
2. It requires substantial assistance from the Town to complete the Unsolicited Bid;
3. The Goods, Services or Construction are readily available from other sources; or
4. It is not deemed by the Department Head to be of sufficient value to the Town.

Unsolicited Bids that fall outside of the above conditions may be considered providing that there is funding in place for the Procurement. The subsequent process associated with the Procurement shall follow FIN-F18-012 Alternate Methods of Procurement – Single, Sole and Emergency Procedure and Schedule B of the Town's Procurement Policy.

## **Related Documents**

- Procurement Policy
- Non-Standard Methods of Procurement Procedure