



# BIG LAKES COUNTY POLICY



<b>TITLE: Restrictions on Open Tenders, Quotations and Requests for Services</b>	
<b>POLICY NUMBER: ADMIN-13</b>	
<b>LEGAL AUTHORITY:</b>	
<b>APPROVED BY COUNCIL: January 24, 1996</b>	
<b>EFFECTIVE DATE: January 24, 1996</b>	<b>REVISED DATE: September 12, 2018</b>

## Policy Statement

Big Lakes County recognizes that there may be occasions in which those entities contracted by the County may launch legal proceedings against the County. Further, while litigation is pending, contractors/suppliers may submit tenders, quotations, and/or requests for service. Big Lakes County hereby establishes a policy to address such situations.

## Policy

### **1.0 General Provisions**

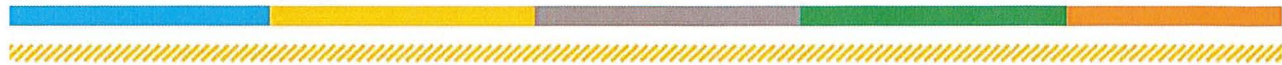
- 1.1. No tenders, quotations, or supply of services shall be considered by any contractor or supplier of services who has initiated a litigation process against the municipality.
- 1.2. No consideration will be given for a period of five years from the conclusion of the litigation.

### **2.0 Exceptions**

- 2.1 Exceptions to this policy will be made where:
  - 2.1.1 There is only one supplier available, with approval of the C.A.O.;
  - 2.1.2 There is a legal obligation to make an exception such as a current contract or inter-municipal agreement;
  - 2.1.3 Provision of an exemption is in the best interest of health, safety and/or the preservation of municipal infrastructure;
  - 2.1.4 An exemption is dictated by a funding agency, such as funding dictated by the Public Works Act; or
  - 2.1.5 An exemption is approved by the Council of Big Lakes County.



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### 3.0 Notification

- 3.1 Upon the initiation of litigation, the C.A.O. shall notify the contractor or supplier of services of this policy.

### 4.0 Return of Tenders/Quotations

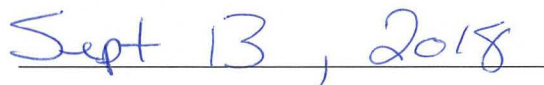
- 4.1 In the event that tenders and/or quotations are received by the County from a litigant, said tenders/quotations shall not be considered and returned.
- 4.2 In the case of sealed tenders, administration shall return the tender unopened if origins of the tender can be determined without opening.

  
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Reeve

  
\_\_\_\_\_

Chief Administrative Officer

  
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Date of Final Signature