

**Title: Administration of Town of
Hardisty Contracts**

Policy No: 1501

Approval: Town Council

Effective Date: December 28, 2005



Policy Statement: To provide direction to Administration on administering contract documents.

1. All Town of Hardisty Contract Agreements must contain a clause for provision of a bid deposit and it's conversion to a performance deposit upon commencement of an awarded project.
2. Bid deposits shall be retained by the Town of Hardisty if the successful bidder who has been awarded the contract does not commence by the date called for in the contract.
3. Performance deposits shall be retained by the Town of Hardisty as provided for in the tender and contract agreements.
4. Each tender call and contract agreement shall have a commencement date and completion date stipulated and these dates must be adhered to unless the contractor provides a request in writing and reasons for non-compliance with the conditions of the agreement. The CAO may, if reasons are obvious or weather related, grant an extension to the contractor. The CAO shall consider the impact and time sensitivity of the request and be comfortable that the request is reasonable under the circumstances, otherwise, it shall be referred to Council for their decision. Contracts will not be altered except under extra ordinary conditions.
5. No bid deposit or performance deposit shall be returned unless all conditions of the contract have been met and work completed.
6. Contractors who have had their bid deposit or performance deposit forfeited may in writing make a request to Council for the return of part or all of the deposit.
7. The Chief Administrative Officer will advise Council of any breaches or extensions granted to any contract.
8. Any employee of the Town of Hardisty who is in a position to administer contract documents on behalf of the municipality shall disclose to the Chief Administrative Officer any interest, association or relationship he or she may have with anyone who provides a quotation or bid on any Town work. The Chief Administrative Officer will then determine whether or not to relieve that employee of any involvement in the

matter at hand. When a family member is involved the Chief Administrative Officer will reassign the responsibility of the work to another employee. "Family" means the employee's spouse, employee's children, parents of the employee and of the employee's spouse and any brothers or sisters and their spouses

9. Tender documents must include a requirement that within four (4) working days of award of contract the successful bidder must:
 - a) Provide proof of insurance coverage;
 - b) Provide a Workers Compensation Board clearance letter;
 - c) Sign and return contract documents.

10. Call for tenders must provide for a minimum two-week tendering period.