

POLICY: **Tendering & Acquisition of Property** **PAGE: 1 of 2**

SECTION: **Finance**

INITIAL IMPLEMENTATION DATE:

LAST REVIEW: November 22, 2021

PURPOSE

To ensure that acquisition of property and purchases made by Community Living London deliver value for money, while using a transparent accountable process.

POLICY

Acquisition of Property

CLL will work with a licensed realtor/property manager/developer/investor to purchase property. In the event of a private sale CLL will enlist the services of a lawyer.

Goods, Construction and Services

CLL will maintain a list of “approved vendors”.

Goods or services costing over \$25,000

At least three quotes must be obtained, unless the specialty nature of the item prevents access to 3 vendors. The final decision will be based on performance, durability, quality assurance, skill, as well as price. If a bidder other than the lowest bidder is selected, documentation stating the reasons for the selection is to be completed and kept on file.

Contractors will be required to submit documentation that they have secured the appropriate Liability and W.S.I.B coverage.

Items or services costing over \$100,000.

The purchase of products or services (or combination) will be done through open tender.

The final decision will be based on performance, durability, quality assurance, skill, as well as price. If a bidder other than the lowest bidder is selected, documentation stating the reasons for the selection is to be completed and kept on file.

Tenders may be for a multi-year period.

All tenders must be developed in conjunction with and approved by the Finance Department before being issued.

Contractors will be required to submit documentation that they have secured the appropriate Liability and WSIB coverage.

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All purchases

If at any time this policy cannot be followed, documentation signed by the Manager of the program involved and approved by the CFO or designate or Executive Director (or Designate), is to be attached to the invoice and kept on file with the accounting records.