

POLICY NO:	AD 003
POLICY TITLE:	RESTRICTION ON CONTRACTORS FOR GOODS OR SERVICES
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	07-08-99 (August 17, 1999)
REVISION DATE:	41-03-08 (March 11, 2008)
REVIEW DATE:	June 16, 2015

Policy Statement:

To ensure that no tender, or supply of goods or services, is considered for any contractor or supplier of services who has initiated a litigation process within the County.

Definition:

Contractor shall include any and all persons, corporate entity or related corporate entity that has a person, director or shareholder in common.

Guidelines:

1. No tenders, quotations or supply of services shall be considered by any contractor or supplier of services who has initiated a litigation process with the municipality.
2. No consideration will be given for a period of five years from the conclusion of the litigation.
3. The following exceptions to clause 1 and 2 will apply where:
 - a. there is a legal obligation to do so, such as a current contract or inter-municipal agreement.
 - b. the product or service is exclusively supplied by either license, patent or regulated by bodies such as the C.R.T.C. or the Alberta Energy and Public Utilities Board
 - c. in the case of an emergency where in the best interest to health, safety and preservation of municipal infrastructure are at risk
 - d. if it is approved by Council
4. Any tenders or quotations received by a contractor shall not be considered and will be returned.
5. In the case of sealed tenders:
 - a. they will be returned unopened if identified as a contractor subject to this policy

- b. If opened and identified afterward by means of a corporate search to confirm a related corporate entity has a person, corporate entity, director or shareholder in common the tender will then be returned.
6. This policy will be included as part of the conditions in the Privilege Clause under Policy AD004 as a relevant consideration when making a decision regarding and purchase of goods or services.