

Contract Management Policy

The contract management policy will include:

- 1) Measures to ensure that no tenderer or representative of a tenderer has communicated or attempted to communicate with a member of the selection committee in order to influence the member concerning the call for tenders for which the tenderer or representative submitted a tender;

All bidders must declare in writing attached to the tender that neither he nor anyone affiliated with the tenderer attempted to communicate with the selection committee, other than the Director General in order to influence or to obtain information regarding the tender. Failure to produce this declaration would result in the rejection of the tender. Technical information can be directed to an individual with the authorization of the Director General.

The council delegates to the Director General the authority to establish any selection committee necessary to receive, evaluate and draw conclusions for all contracts in excess of \$100,000.00 excluding contracts for professional services for exclusive use. These contracts are subject to the specifications of municipal code. The identity of the members of the committee must remain confidential until the termination of the contract.

- 2) Measures to promote compliance with any applicable anti-bid-rigging legislation;

All bidders must attach to their submission a statement attesting that their bid was prepared and submitted without collusion, communication, agreement or arrangement with any other bidder or person to agree on prices or to influence prices submitted. Failure to produce this declaration would result in the rejection of the tender. Any available information concerning a tender must be accessible in a fair and consistent manner to all potential bidders at our municipal office.

3) Measures to ensure compliance with the Lobbying Transparency and Ethics Act (chapter T-11.011) and the code of conduct for lobbyists adopted under that Act;

a) Any council member or employee shall ensure that any person seeking to influence is registered as a lobbyist under the Lobbying Transparency and Ethics Act. If the person is not registered, they ask them to do so.

b) If a person refuses to subscribe to the register of lobbyists or refuses to respect the Code of Conduct for Lobbyists, the council member or employee abstains from dealing with this person and, if applicable, communicates with the Commissioner of Lobbyism.

c) Any call for tenders and any contract must include:

a statement by the tenderer or, if applicable, the contractor attesting that neither he nor any of his representatives has engaged in an influence communication, that the inscription to the register of lobbyists was completed and that the Law and Code have been respected

a clause allowing the municipality, in case of non-compliance with the Act or the Code, to reject the bid, to not conclude the contract or to terminate it if the non-compliance is discovered after award of the contract

4) Measures to prevent intimidation, influence peddling and corruption;

All bidders shall attach to their submission a statement certifying that neither he nor any of its agents engaged in acts of intimidation, influence peddling and corruption in this contract. In the event that bids are higher than the market rate, the municipal organization reserves the right to accept or reject any bid.

5) Measures to prevent conflict of interest situations

Any person participating in the preparation, execution and all other aspects of the call for tenders or contract, including the Director General and the members of the selection committee, must declare any conflict of interest. No person in conflict of interest may participate in the development, execution or monitoring of a call for tender or contract.

- 6) Measures to prevent any other situation likely to compromise the impartiality or objectivity of the call for tenders or the management of the resulting contract, and

The municipality adopts a resolution whereby it provides that when the municipality may proceed by invitation of bidders for a tender of less than \$100, 000, the Director-General may make such an invitation, on the condition that the identity of the bidder be held confidential until the opening of tenders.

All tenders must provide that any individual who participated in the composition of the tender bid, cannot directly or indirectly contact a bidder company however the people who participated in the development of technical terms or estimate of the costs of a project including the documents that were prepared with a detailed breakdown of costs, are provided to all potential bidders.

With any tender, it is forbidden for any member of the board and any employee of the municipality to respond to any request for clarification with respect to any tender other than the applicant referring to the person responsible unless authorized by the Director General.

- 7) Measures to govern the making of decisions authorizing the amendment of a contract.

The municipality shall provide in the tenders to hold meetings on site regularly during the execution of works in order to ensure the monitoring of execution of the contract,

The municipality must pay particular attention to the preparation of the specifications to avoid potential cost overruns. With certain projects, the engineering firm would have a representative on site to supervise.

In the event of unforeseen circumstances if it becomes necessary to modify a contract, the following rules must be respected:

- 1) The amendment must be incidental to the contract and does not change the nature
- 2) The change must be authorized by resolution of the Council

This provision does not preclude that a contract may be concluded on an urgent basis. In the event of an emergency that could potentially endanger the life or health of the population or seriously damage municipal equipment, the Mayor has the authority to approve interim measures to rectify the situation.

The Municipality of Bristol will make it's policy available at all times by publishing it on the website on which it posts the statement and hyperlink required under the second paragraph of article 961.4.