



Verbal Process or Copy of Resolution

MUNICIPALITY OF CASCAPEDIA-ST-JULES

75 Gallagher Road, Cascapedia-St-Jules, QC G0C 1T0

By-Law # 19-10

Subject: Contract Management Policy

Extract from the minutes of the regular meeting of the Municipality of Cascapedia-St-Jules held on December 2nd, 2019

Margaret-Anne Cooke
France Bujold

François Blais

Ashley Milligan
Michel Boudreau

Forming quorum under the Presidency of the Mayor Gaétan Boudreau. The General Director Susan Legouffe and the Municipal Inspector James Bujold were equally present.

CONSIDERING the necessity for the Municipality of Cascapedia-St-Jules to adopt a Contract Management Policy conforming to article 938.1.2 of the Municipal Code Book;

THEREFORE It is proposed by Councillor François Blais and unanimously resolved by Councillors present that the Municipality of Cascapedia-St-Jules adopt the following Contract Management Policy.

1. Measures to ensure that any bidder or his representative did not communicate or try to communicate, for the purpose of exercising their influence with any of the members of the selection committee with regards to the request for submissions for which they have presented a bid.

a) Unless decided otherwise by resolution, The General Director is responsible for furnishing the Administration Information, and techniques concerning all call for tender procedures for the potential bidders. He acts as the `` Official for administering contracts.

b) If the person responsible for administering contracts is someone other than the General Director, they cannot be a member of the selection committee.

c) All bidders must join to their bid a written declaration attesting that neither he nor his representative communicated or tried to communicate, for the purpose of exercising their influence, with any of the selection committee.

2. Measures for the respect of applicable laws in place to fight against the rigging of offers.

a) Sensitize the employees and the members of the council as to the importance of confidentiality.

b) All bidders must join to their bid a written declaration attesting that his offer was prepared and delivered without illegal collusion, communication, agreements or arrangements, with any other bidder or person to arrange the price of a submission or to influence the prices submitted.