



BID AND SUPPLIER INFORMATION

The City's purchasing mandate promotes fair, transparent and open exchange of opportunities to the public to develop Supplier relationships that will support the sustainability of the City. A number of initiatives are available to Suppliers interested in doing business with the City.

City Website and Open Opportunities

All of the City's open opportunities are published on the City of Nanaimo's Website. Potential Suppliers are encouraged to subscribe to the City's website notification system to be notified by email when an opportunity is published.

Register [here](#)

The City's open opportunities are also published on BC Bid. www.bcbid.ca

In accordance with the policy opportunities exceeding legislated thresholds are published, however the City may elect to publish documents that are less than the value as stated below:

Type of Purchase	Purchase Threshold	Published
Goods or General Services	Up to \$75,000	No
	Over \$75,000	Yes
Consulting Services and Professional Services	Up to \$75,000	No
	Over \$75,000	Yes
Construction	Up to \$200,000	No
	Over \$200,000	Yes

Best Value for the City

Awards will be determined based on the evaluation criteria set out in the applicable procurement process document. Suppliers preparing submissions should consider the evaluation criteria and the specific weighting ensuring they meet the requirements.

In the absence of evaluation criteria, preference shall be given to the lowest priced compliant submission, having regard for nuanced costs that may impact the lowest price.

Debriefs

Suppliers whose submissions are not accepted have the ability to request a debrief. The intention of a debrief session is to allow a Supplier to understand areas of strengths and any areas that could be improved in future submissions, to increase their chances of a successful outcome.

Vendor Performance

Contracts issued with a Vendor Performance Evaluation requirement will be subject to reviews. The process is designed to develop and maintain a Supplier base that performs to accepted standards. If a Supplier is not performing to the expected standards, the Vendor Performance Evaluation process provides the City the opportunity to work with the Supplier and encourage improvement.

The City of Nanaimo Purchasing team can be reached at purchasinginfo@nanaimo.ca