



BID AND SUPPLIER INFORMATION

The City's purchasing mandate promotes a fair, transparent and open exchange of public opportunities to develop supplier relationships that will support the sustainability of the City. Our public tendering process is administered in compliance with City Bylaws and Policies, Canadian commercial and contract law, and all applicable trade agreements. We are committed to excellence. We pursue the highest standards of public procurement and aim to achieve best value outcomes for the community we serve.

City Website

All of the City's open opportunities are published on the City of Nanaimo bids&tenders site. Potential suppliers are encouraged to subscribe to receive notifications. Subscribe for notifications [here](#)

Best Value for the City

Awards will be determined based on the evaluation criteria set out in the applicable procurement document. Suppliers preparing submissions should consider the criteria and the specific weighting to ensure they meet the requirements. Best value may include many characteristics including but not limited to: availability, suitability, serviceability, transportation, required training, warranty, design, overall life cycle cost implications, and other significant applicable characteristics. With each individual purchase these characteristics can change. In the absence of evaluation criteria, preference shall be given to the lowest priced compliant submission, taking into consideration the nuanced costs that may impact the lowest price.

Contract Requirements

Depending on the type of work being contracted, the City may impose requirements including but not limited to:

- Proof of a City of Nanaimo or inter-community business licence

- Certificate of insurance – evidence of commercial general liability and/or professional errors & omissions liability insurance

- Copy of current WorkSafe BC clearance letter

Debriefs

Suppliers whose submissions are not accepted are able to request a debrief. The intention of a debrief session is to allow a supplier to understand areas of strengths and any areas for improvement to increase their chances of a successful outcome in future opportunities.

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