

FORT FRANCES CHAMBER OF COMMERCE POLICY

Purchasing	Issued: March 2009	Revised:
-------------------	-----------------------	----------

It is the policy of the Fort Frances Chamber of Commerce to get the best price, quality and service for the required goods and services.

Those authorized to purchase goods and services on behalf of the Chamber should select the best combination of price, quality and service to meet the needs of Chamber programs.

As a member association, business will only be conducted with members in good standing of the Chamber, unless no such member exists.

Formal written requests for quotations to the membership must be made for purchases in excess of \$5,000.

Services such as (banking, legal, audit and insurance) should be tendered often enough to ensure competitive pricing but with reasonable duration between tenders to ensure suppliers have adequate opportunity to develop the required knowledge of the Fort Frances Chamber of Commerce.

Evaluation of tender responses should include not only price but other factors such as quality of service and proven capability to deliver. In order to achieve these goals, services will normally be tendered every five (5) years. Should exceptional circumstances occur (unsatisfactory services, major change in scope of service, considerable increase in price) consideration will be given to varying the tendering interval.