



Medicine Hat The Gas City

Doing Business with the City of Medicine Hat

The City of Medicine Hat (City) provides opportunities for businesses to bid on projects through open competition processes. The City's Purchasing Department manages these processes. Open competitions cover a broad range of procurement opportunities to support all City departments and their requirements. An organization chart outlining the departments can be viewed on the City's website:

<https://www.medicinehat.ca/government/organization-chart>

All Procurements are subject to regional and national trade agreements (i.e. the Canadian Free Trade Agreement (CFTA); the New West Partnership Trade Agreement (NWPTA); Canada European Union Comprehensive and Economic Trade Agreement (CETA) and internal governance in accordance with policies and procedures.

To ensure health, safety and environment (HSE) practices are adhered to at the workplace, the City has enhanced its requirements for Contractors wishing to bid on City projects. Effective January 1, 2019 all Contractors must have an account with ComplyWorks which is linked to the City of Medicine Hat and be designated as "Low Risk" status in order to be considered. If you do not have an account or your account is not linked to The City of Medicine Hat, contact ComplyWorks Customer Support Services at 403-219-4792 or support@complyworks.com.

Bid Opportunities

Generally, the City issues bid opportunities in three main categories: Goods, Services (including Engineering/Consulting) and Construction. The processes used for solicitations are typically in the form of a Request for Tender (RFT), Request for Proposal (RFP) or Request for Quotation (RFQ). The City invites any interested Vendor who can fulfill the bid requirements, to respond to the opportunity. It is the Vendors sole responsibility to stay informed of City opportunities.

Advertising: All Open Competitions are advertised on:

APC Website: www.purchasingconnection.ca and

Bids & Tenders: <https://medicinehat.bidsandtenders.ca/>

Obtaining a Bid Package:

All competitive bid packages are uploaded on Bids & Tenders (B&T) at <https://medicinehat.bidsandtenders.ca/> This includes any/all addenda that may be issued. Vendors wishing to submit a bid must be registered with B&T in order to download the documents from this site. Downloading the documents automatically adds you to the "interested bidder" list and ensures that you are notified of any addendums issued.

Responding to Bid Opportunities:

Instructions for submitting responses are contained in the bid package. Instructions generally include items such as: closing date/time, site meeting date, submission requirements, security requirements (i.e. bonds), etc. Bidders are required to respond as instructed. The bid submission process is managed by B&T.

Bid Openings:

It is the sole responsibility of the respondent to ensure their submission is posted to B&T prior to the stipulated closing date/time. The date/time of a submission is determined by the systems web clock. Late submissions are automatically rejected.

Openings occur shortly after the stated closing date/time. All openings are non-public.

Awards:

The City of Medicine Hat awards contracts based on the lowest or best evaluated submission. Evaluation criteria (technical and commercial) are used to determine the best evaluated submission and are outlined in the bid package.

Award notices will be posted on both the APC site and B&T site.

Inquiries

For general inquiries regarding a specific project that has been posted, contact the Buyer listed in the advertisement.

For general inquiries on the City's open competition process:

Contact: Purchasing Services
purchasing@medicinehat.ca

Hours of Operation: Monday to Friday 8:30 am to 12:00 noon
12:45 pm to 4:30 pm