

# Policy 5: Tenders

- 5.1. Any contract over \$5,000 must be tendered.
  - a. At a minimum, three bids are to be considered, although this may not be possible in certain situations.
  - b. Bids are to be evaluated not only according to price but also with the known quality of work of the bidding firms.
  - c. If bids are close, firms which have had a long-term relationship with Christ Church are given the contract over other firms.
- 5.2. Standing service contracts are also subject to the tendering policy and should be reviewed at least every 3 years.
  - a. Calls for contracts are to be initiated three months before the expiration of the current contract.
- 5.3. Professional services, including but not limited to: computer technician/support, alarm, snow removal, etc. may also be subject to tendering.