



# 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 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>

Procurements of goods, services and construction 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 ComplyWorks account is not linked to the City of Medicine Hat, please email [hsecompliance@medicinehat.ca](mailto:hsecompliance@medicinehat.ca).

## **How to Become a Vendor**

Bid opportunities are advertised on the Alberta Purchasing Connection (APC) website as noted below. The City invites any interested bidder who can fulfill the bid requirement to respond to the advertised opportunity. The City does not maintain a Vendor file. Vendors are responsible for staying informed of current and upcoming procurement opportunities.

## **Bid Opportunities**

Generally, the City issues bid opportunities in three main categories: Goods, Services (including Engineering/Consulting) and Construction. The process used for solicitations are typically in the form of a Request for Tender (RFT), Request for Proposal (RFP) or Request for Quotation (RFQ).

**Advertising:** All Open Competitions are advertised on:

APC Website: [www.purchasingconnection.ca](http://www.purchasingconnection.ca)

### **Obtaining a Bid Package:**

All competitive bid packages are posted on the APC website for viewing/downloading. This includes any/all addenda that may be issued. Companies wishing to submit a bid must download the documents from this site. Downloading the documents from the APC website automatically adds you to the "interested bidder" list and ensures that you are notified of any addendums issued.

### **Bidder lists are maintained in the following manner:**

Bid package distribution is through APC only – APC system maintains a list of interested bidders.

