



Municipal District of Opportunity No.17

Evaluation Criteria - Factors

The MD reserves the right to not accept the lowest bid, but all factors need to be fully considered in determining the best value. The evaluation criteria may include, but is not limited to:

1. **Life cycle cost**, i.e. the total cost from time of acquisition of the goods through to disposal;
2. **Freight cost** must be considered in each transaction;
3. **Applicable taxes** shall not be included in cost comparisons;
4. **Project understanding**: The degree of response to the published terms of reference will be of major importance in scoring these criteria. Vendors showing creativity and innovative approaches will score higher;
5. **Project experience**: Previous experience on similar projects is important selection criteria;
6. **Local content**: Using local business is very critical to the MD.
7. **Estimated time required for project**: The importance of this criteria will vary with the particular project;
8. **Staff allocation**: Experience staff allocated and the assignment to specific project components will form the basis of this criteria;
9. **Sustainability**: How sustainable is the Vendor's proposed solution (environmentally and ethically);
10. **Litigation**: Is the Vendor currently in litigation with the MD;
11. **Amount of work completed for the MD in the past**: The MD strives to provide for more or less of an equitable distribution of available MD business among qualified Vendors;
12. **Past performance of MD contracts**: The quality and performance of previous contracts, goods or services;
13. **Workers Compensation Board (WCB) account** in good standing is compulsory;
14. **Insurance**: Commercial Comprehensive General Liability insurance is compulsory;
15. **Business License**: Local MD of Opportunity registered businesses will have preference;
16. The **Scoring Matrix** will be used to determine the best value.