



**Corporation of the Town of Ingersoll
By-Law 15-4804**

A bylaw to provide for the Public tendering and Procurement policy for the Town of Ingersoll

WHEREAS the Municipal Act, Chapter, S.O. 2001, as amended, states that the council of a municipality must establish a public tendering and procurement policy in respect of the municipality's acquisition of goods or services by purchase, hire-purchase, lease, rental or other agreement;

AND WHEREAS the objective of the procurement function is to provide Departments with goods, services and construction on a timely basis, as efficiently as possible, and for the best value;

AND WHEREAS the Council of the Town of Ingersoll recognizes the need for a clear and concise policy concerning procurement;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Procurement of Goods and Services for the Town of Ingersoll shall be governed by the provision and regulations contained in this By-law and as attached as Schedule 'A';
2. That Schedule 'A' attached hereto, in substantially the same form, shall form part of this By-law; and
3. Further that this by-law shall become effective and come into force after third reading of the by-law.

READ a first and second time in Open Council this 11th day of May, 2015.

READ a third time in Open Council and passed this 11th day of May, 2015.

Original Signed

Edward (Ted) Comiskey, Mayor

Original Signed

Michael Graves, Clerk



Policy Title: Procurement of Goods and Services

Effective Date: May 11, 2015

Review Date(s):

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Schedule "A" BID IRREGULARITIES

1.0 LEGISLATIVE AUTHORITY

- 1.1 The *Municipal Act, 2001* Part VI, Section 270, as amended states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services.
- 1.2 As per the Integrated Accessibility Standard Regulation under the Accessibility for Ontarians with Disabilities Act 2005, all municipal and local board procurement of goods and services will incorporate accessibility criteria and features where it is practical to do so. If it is determined that it is not practical to do so, an explanation as to why it is not practical to do so will be noted where it can be shared as necessary.

2.0 PURPOSE OF PURCHASING POLICY

- 2.1 The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.
- 2.2 An open and honest process shall be maintained that is fair and impartial.
- 2.3 The purchasing policy will promote and maintain the integrity of the purchasing process and protect Council, staff and vendors involved in the process, by providing clear direction and accountabilities.

3.0 GENERAL PROVISIONS

- 3.1 No contract or purchase shall be divided to avoid any requirements of this policy.

- 3.2 The Department Head shall be responsible for the preparation of specifications. Such specifications are to be generic or “as equivalent”.
- 3.3 No employee of the Town of Ingersoll will have any interest directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in any contract for goods or services or in any of the monies to be derived there from, unless by resolution of Council prior to award.
- 3.4 If any staff has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by the Chief Administration Officer (CAO).
- 3.5 No purchase of goods and services shall be authorized unless it is in compliance with the Purchasing Policy. Goods and services that are obtained without following the provisions of the aforementioned will not be accepted and any invoices received will not be processed for payment.
- 3.6 The Town does not accept bids made by a Department submitted in response to a bid solicitation where the provision of the goods or services will be provided entirely by the employees of the Town otherwise known as In House Bids.
- 3.7 The Town may participate with other entities in co-operative purchase ventures when the best interests of the Town will be served.
- 3.8 No tender, proposal or quotation will be accepted from any company inclusive of its subcontractor, which has a claim or instituted a legal proceeding against the Town without prior approval by Council.
- 3.9 All departments shall review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical as determined by the Department Head, specifications are amended to provide for expanded use of products and services that contain post-consumer recyclable waste and/or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service. It is also recognized that a cost analysis may be required in order to ensure that the products are made available at competitive prices in order to increase the development and awareness of Environmentally Sound Products.
- 3.10 Any recommendation to award will be in favour of a bidder meeting specifications, terms and conditions of the tender and whose tender offers the lowest ultimate cost to the Town for the goods or services being tendered with due consideration of the importance of quality, service and price.
- 3.11 All bids submitted become the property of the Town. They will be received and held in confidence by the Town subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. To assist in maintaining

the integrity of the bid process, persons participating in a procurement process shall in addition to all other provisions of this Purchasing Policy, handle information and bids submitted in confidence, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- 3.12 Information pertaining to the Town obtained by the proponent as a result of participation in a project is confidential and must not be disclosed without written authorization of the Town.
- 3.13 Notwithstanding section 3.10 of this Purchasing Policy, after the deadline for receipt of bids has passed, for all purchases made in accordance with this Purchasing Policy, the names of bidders and the total prices offered, but not unit prices or information which could reveal unit prices, except in cases where the Town requested unit prices in place of total prices are to be released. Further, where total prices have been requested by the Town and submitted with the bid, then unit prices and information which could reveal them, shall not be disclosed or made public, except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

4.0 APPLICATION

The following committees, local boards and Towns are bound by this Policy:

Ingersoll Business Improvement Area

5.0 DIRECTOR OF FINANCE RESPONSIBILITIES

The Director of Finance is responsible for the management, organization and administration of a town-wide, municipal purchasing function, as well as developing policies and procedures for the Purchasing function.

6.0 EMPLOYEE RESPONSIBILITIES

Each employee empowered to create, authorize and issue Purchase Orders in the name of the Town, is to understand that these steps constitute a commitment by the Town to honour the purchase of goods and services from vendors, for which the employee is to be held accountable.

7.0 CONSULTING FIRM RESPONSIBILITIES

- 7.1 Should it be deemed advantageous to engage the services of a consultant in the bidding process, the Department Head must ensure the consultant is aware of and follows the Town's purchasing policies and procedures.
- 7.2 Consultants are to provide a copy of any documentation being issued in the Town's name, to the department prior to issuance.

8.0 FINANCIAL ACCOUNTABILITY

- 8.1 Prior to the adoption of annual budget, operating supplies and service purchases shall continue at the level set out in the prior year. Capital purchases shall not be made until the current year budget is approved or Council approval is obtained. Where this policy prescribes dollar limits, the contract amount shall be the estimated total acquisition cost less recoverable HST.

9.0 CONTRACT ADMINISTRATION

- 9.1 It shall be the responsibility of the Department Head to enforce the contract terms, conditions and specifications.
- 9.2 The Department Head of the requisitioning department may make the vendor ineligible for award for a period of up to two years on the basis of documented poor performance, non-performance or conflict of interest. This could include but is not limited to failure to meet completion dates, follow instructions, non-compliance with the *Occupational Health and Safety Act*, R.S.O. 1990 c.01 as amended, failure to comply with the terms and conditions of the contract. A written notice of the decision will be provided to the vendor.

10.0 REQUESTS FOR VENDOR INPUT

- 10.1 Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.
- 10.2 When such services are required:
- 1) the contracted vendor will be considered as a consultant and unable to make an offer for the supply of goods and services,
 - 2) shall be paid a fee,
 - 3) and the detailed specifications shall become the property of the Town for use in obtaining competitive bids.

11.0 GRATUITIES

Employees are not to receive any gifts and benefits from suppliers.

12.0 LOCAL VENDOR/SUPPLIER

Town of Ingersoll supplies must be included in all purchasing solicitations where possible. Local vendors will be evaluated the same as any other vendor who responds to the procurement requirements as outlined in this policy.

13.0 ISSUING/AUTHORIZATION OF PURCHASES

Purchases can be issued and/or authorized only by:

- a) Department Head
- b) Staff designated by the Department Head.

14.0 ADVERTISING

Bids shall be advertised on the Town's website and where effective in the opinion of the Department Head in local newspapers and applicable publications or where necessary to comply with all existing statutory regulations.

15.0 BID ADDENDUM

In no instance shall anyone issue any verbal or written changes on a bid. All changes must be done through addendum issued.

16.0 BID DEPOSITS

16.1 Bid deposits of no less than 5% of the estimated value of the work shall be required to accompany bid submissions for all bids for municipal construction projects in excess of \$100,000 or where deemed necessary by the Department Head.

16.2 A bid deposit shall be provided in one of the following formats:

- 1) Bid bonds or an agreement to bond issued by a bonding agency licensed to operate in the Province of Ontario naming the Town as the obliged.
- 2) A certified cheque made payable to the Town.
- 3) An irrevocable letter of credit naming the Town as the beneficiary.
- 4) Money orders made payable to the Town.
- 5) Bank draft made payable to the Town.

16.3 The Town does not pay interest on any bid deposits.

16.4 The Town reserves the right to turn the bid deposit of the successful bidder into a financial guarantee if specified in the bid documents.

17.0 BONDING REQUIREMENTS

17.1 Performance, labour and material, and/or maintenance bonds are required for all construction projects exceeding \$100,000 for a minimum of 50% of the bid amount. The cost for bonding is to be included in the submission price.

17.2 All bonds must be originals, signed and sealed. No facsimile or photocopies will be accepted.

17.3 Where performance, labour and material and/or maintenance bonding is required, an agreement to bond must be included with the bid submission.

17.4 For some smaller construction projects under \$250,000, an irrevocable letter of credit for 100% of the bid amount may be accepted in lieu of bonding if specified in the bid documents. Such irrevocable letter of credit must include terms and conditions acceptable to the Town as specified in the bid documents.

18.0 INSURANCE

18.1 The standard insurance minimums are as follows:

\$5 million – commercial general liability policy

\$2 million – owned and non-owned automotive liability policy

\$2 million – homeowners (e.g. for rental of facilities)

\$2 million – professional errors and omissions liability (as applicable)

\$2 million – environmental impairment liability (as applicable)

The amount of the project cost - Builders Risk (as applicable)

Maximum property Damage/Bodily Injury Deductible \$2,500 for which the Contractor assumes full responsibility

18.2 The successful bidder must provide the Town at their cost a certified copy of a liability insurance policy covering public liability and property damage for no less than the minimum amounts stated above to the satisfaction of the Town and in force for the entire contract period. The policy must contain:

- 1) the owner, its employees and consultants as insureds. The Town and such entities as directed shall be added as additional insureds.
- 2) a Blanket Contractual Liability and Cross Liability endorsements;
- 3) an endorsement certifying that the Town as an additional named insured;

- 4) an endorsement to the effect that the policy will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Town.

19.0 RISK MANAGEMENT

- 19.1 The Director of Finance shall from time to time, as required, review Risk Management Clauses, and develop new Clauses as needed.
- 19.2 The Town is to ensure that any vendors engaged to carry out work for the Town shall comply with any and all applicable Municipal, Provincial and Federal legislation.

20.0 RECEIPT OF BIDS

All sealed Tenders, and Request for Proposals, must be received at the location identified by the department issuing the request. The number of bids issued, number of bids received and the name of the bidders is confidential and must not be divulged prior to the tender opening, except in the case of construction requests for tenders where sub-trades may need to know what general contractors are considering submitting tenders.

21.0 BID ANALYSIS

Bid submissions shall be analyzed by the initiating Department staff and a recommendation made. The dollar amount will determine which level of approval is required. Prior to the undertaking of the work the Department Head is to ensure all the required documentation such as insurance certificates, bonding and CCDC contracts are in place.

22.0 BID IRREGULARITIES

Bid irregularities are defined in Schedule A.

23.0 BIDS WITH EQUAL TOTAL PRICES OR GREATER THAN BUDGET

- 23.1 If two low Bids are found to be equal in price, quality and service, the successful bidder shall be determined by coin toss. The coin toss shall be performed by the Department Head in the presence of the tied bidders should they wish to attend.
- 23.2 In the event that a project is over budget but meets all of the other criteria, the CAO is authorized to approve the transfer of unspent funds from like projects which form part of the approved budget.

24.0 PROCESS FOR REDUCING COST OF OVERBUDGET BID SUBMISSIONS

- 24.1 If the lowest tender is within 10% of the budget amount the Town has the right to reject all bids or negotiate with the low bidder.
- 24.2 If the lowest bid is more than 10% higher than the budget amount the Town has the right to reject all bids, negotiate with the lowest bidder or request potential cost savings from the three lowest bidders and any other bidders who prices are within 10% of the lowest received. All requests and submissions shall be made in writing. Listed sub trades may not be substituted in this process.
- 24.3 Once potential cost savings have been identified the Town has the right to request a final revised bid submission of the bidders.
- 24.4 Requests for potential cost savings shall be limited to deletions from the scope of work and associated changes or changes of materials and finishes. The Town shall not request pricing of significant design modifications without the approval of the bidder(s).

25.0 BID WITHDRAWAL

- 25.1 Requests for withdrawal of a quotation or tender shall be allowed if the request is made before the closing time. Requests must be directed to the Department Head by a Senior Official of the company with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.
- 25.2 Should a bidder wish to withdraw their bid subsequent to the closing time or fails to proceed with the contract, the Town shall first obtain legal advice. At a minimum the bidder may forfeit their bid security and be prohibited from bidding on future opportunities for a period of one year.
- 28.3 The Town reserves the right to withdraw any posted tenders, quotations and Requests for Proposal prior to closing. Such withdrawal will be posted as an Addendum. The Town also reserves the right to accept or reject any bids.

26.0 DISPUTE RESOLUTION

- 26.1 Disputes shall be resolved as follows:
- a) Meeting between the bidder, department representative making the purchase and the Director of Finance.
 - b) If (a) does not lead to a resolution the decision may be appealed to the Chief Administrative Officer.

c) If (b) does not lead to a resolution, the decision may be appealed to Council.

27.0 DISPOSAL OF SURPLUS GOODS

27.1 The Department Heads shall, from time to time, dispose of any surplus goods not required by the Town by way of:

- a) sealed bid,
- b) sale by auction or consignment,
- c) direct negotiation with buyers,
- d) donation to a charitable organization.

27.2 No employee, member of Council or the public shall be allowed to purchase any surplus goods directly from the Town.

27.3 Surplus goods and/or products, at the discretion of the Department Head involved, may become the property of the Contractor, to be disposed of at their discretion.

28.0 SOURCE SELECTION CRITERIA

28.1 The Town uses the following criteria for the selection of the method for the acquisition of goods/services:

- a) total dollar value as estimated for the product/project
- b) availability of vendors capable of supplying product.
- c) pre-determined qualification of vendors/suppliers.
- d) nature of need of product, such as an emergency situation which requires immediate attention.

29.0 SOURCE SELECTION METHODS AND APPROVAL AUTHORITY

29.1 The Town uses the following methods of purchasing Goods and Services:

- 1) Small Purchases (Up to \$1,000)
- 2) Informal Quotation (\$1,000 to \$5,000)
- 3) Formal Quotation (\$5,000 to \$25,000)
- 4) Sealed Tender (Greater than \$25,000)
- 5) Request for Proposal
- 6) Sole Source Purchases
- 7) Purchase at Public Auction
- 8) Emergency Purchases

Dollar Amount	Authorization Required	Process
Up to \$1,000	Any employee authorized by the Department Head	Comparison shopping
\$1,000 up to \$5,000	Department Head or designate	Minimum 3 written prices
\$5,000 to \$25,000	Department Head	Minimum 3 quotations
Greater than \$25,000	Department Head, award approved by CAO and Clerk, tender award to be disclosed in monthly Department Report to Council	Issue of tender document, advertised and sealed bids

Where and whenever possible and practical, local quotes will be sought from Town of Ingersoll businesses and suppliers.

30.0 SMALL PURCHASES (Up to \$1,000)

30.1 A Small Purchase is one in the amount up to \$1,000 and is for relatively low value and low risk purchases. Comparison pricing should be done where practical. Purchases of a small value, under \$100 may be made via a petty cash fund.

31.0 INFORMAL QUOTATION (\$1,000 up to \$5,000)

31.1 For purchases greater than \$1,000 but less than \$5,000, the Department Head is first to obtain at least three (3) prices in writing (emails are acceptable) whenever possible.

32.0 FORMAL QUOTATIONS (\$5,000 up to \$25,000)

32.1 For purchases greater than \$5,000 but less than \$25,000, the Department Head is first to obtain at least three (3) written quotations whenever possible.

Quotation documents and specifications can be issued and received by e-mail or fax transmission at the Department location.

33.0 SEALED TENDERS (\$25,000 and up)

33.1 For purchases exceeding \$25,000 the competitive sealed tender bidding will be the source selection used.

34.0 REQUEST FOR PROPOSAL

34.1 A Request for Proposal is used when the goods/services are of a highly specialized or flexible nature, such as telecommunications or computer equipment. This allows the Town to generalize the description of the project and this in turn has the vendors provide their bids on the latest and best products in their line.

34.2 Proposals shall be received in a public opening and securities confirmed, where applicable, but bid prices shall not be read out.

35.0 SOLE SOURCE PURCHASES

35.1 A sole source supplier shall be the only acceptable vendor who is able to furnish a certain product or service. In all cases, sole source purchases will not be permitted because there is a preference for a particular brand. The Department Head, in discussion with the Director of Finance, will be responsible for making all sole source determinations. In doing so, the following must be considered:

- a) Is there a lack of responsible competition for a product or service that is vital to the operation of the Town?
- b) Does the supplier possess exclusive capabilities?
- c) Is the product or service unique and easily established as one of a kind?
- d) Can program requirements be modified so that competitive products or services may be used?
- e) Are there patented or proprietary rights that fully demonstrate:
 1. A feature providing a superior utility not obtainable from similar products?
 2. A product is available from only one prime source, and not merchandized through wholesalers, jobbers or retailers where competition could be encouraged.
 3. What would the user department do if the product or service were discontinued?

36.0 EXCEPTION BASIS

The CAO has authority to award to a business as a result of a negotiation with selected vendors on an exception basis up to an annual amount of \$25,000, or higher with Council approval, under the following circumstances:

- a) Where prior open competitive processes have clearly pointed to one or a few suppliers and the CAO is confident that the issuance of a public tender would return similar results.
- b) Where the cost of a public tender process is felt to outweigh any cost savings that may be enjoyed as a result of the process.

- c) Where the extension of an existing contract is in the best financial/operational interest of the Municipality
- d) Where the number of potential vendors who could provide the good/service are limited such that it is more efficient to selectively invite bids rather than issue an open tender document
- e) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- f) Where time is of the essence

37.0 EQUIPMENT REPAIRS

In the case of equipment repairs for amounts not exceeding \$10,000, the Department Head shall be authorized to select from various vendors not solely on the basis of cost, but also on ability, quality of workmanship, service availability, overall performance and experience without first obtaining quotations.

38.0 PURCHASE AT PUBLIC AUCTION

In instances where a department wishes to purchase through public auction in an amount in excess of \$5,000, on an approved budgeted expenditure the Department Head shall first obtain approval from the Director of Finance.

39.0 EMERGENCY PURCHASES

Emergencies shall exist when there is a threat to health, welfare, or safety of people/or property, or when the operation of a portion of the Town is in jeopardy and the immediate procurement of goods or services is required. The Department Head or designate may purchase such goods and services but may, at the discretion of the CAO, be required to forward a complete record of the emergency purchase.

40.0 LONG-TERM TENDERS/QUOTATIONS

Long-term tenders and quotations may be entered into for everyday goods and services when the following conditions apply:

- a) To obtain satisfactory pricing.
- b) To provide uniformity within the Town.

- c) To maintain departmental inventories as required.
- d) To reduce the amount of paperwork by eliminating day to day issuing of Purchase Orders and invoicing.

41.0 PURCHASING PROCESS REVIEW

The Director of Finance may randomly review departmental purchasing related files on an on-going basis to review the effectiveness and integrity of the processes and policy adherence. Every five (5) years this policy will be reviewed with a report being made to Council.

42.0 PURCHASING PROCEDURES

Purchasing procedures as determined by the Director of Finance are to be used as a guideline and for information on purchasing goods and services in compliance with this policy.

43.0 EXEMPTION BY COUNCIL

A Department Head may request exemption from any or all the purchasing methods outlined in this policy by submission of a report requesting the same to Council. Such exemption may be granted by resolution.

44.0 TECHNOLOGY SOLUTIONS

All technology solutions that will be connected to a Town system or network including but not limited to computer equipment and peripherals, software solutions, telephone and cellular equipment, PDA's and portable computing devices, must consult with IT prior to issuing the request.

45.0 NO LOBBYING

- a) No bidder shall contact any member of Council, local board or any employee of the Town to attempt to influence the award of the contract. Any activity designed to influence the decision process, including but not limited to contacting any member of Council, local board or employee of the Town for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, will result in disqualification of the bidder for the project to which the influential activity is deemed to be directed. Notwithstanding the above, this prohibition does not apply to meetings specifically scheduled by the Town for presentations or negotiations, or to questions of staff for clarification of the Town's requirements.

- b) In addition, no bidder who has been awarded the contract shall engage in any contract or activities in an attempt to influence any member of Council, local board or any employee of the Town with respect to the purchase of additional enhancements, options or modules. However, a contractor may communicate with staff, for purposes of administration of the contract during the term of the contract.
- c) The determination of what constitutes influential activity is in the sole discretion of the Town acting reasonably, and not subject to appeal.
- d) In addition, no member of Council, local board or any employee of the Town shall contact bidders in an attempt to influence the award of a contract. Parts a) through c) of this clause shall apply in reverse for Council Members, local boards and employees of the Town.

Bid Irregularities

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response. For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor irregularities”

A “**major irregularity**” is a deviation from the bid request that effects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. A bid with major deviations must be rejected.

A “**minor deviation**” is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The bidder will be permitted to correct a minor irregularity.

Mathematical Errors – Corrections by Staff

Errors in mathematical extensions and/or taxes and unit prices will be corrected by the Town and the bidder will be notified of the correction.

Vendor Withdrawal

In the event that the vendor withdraws their bid due to the identification of a major irregularity, the vendor will forfeit their bid deposit and the Town has the right to disqualify such vendor from participating in future bid opportunities for a period of up to one year.

Schedule "A"

BID IRREGULARITIES

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid surety not submitted with the bid when the bid request indicated that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
		X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
		X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	pricing, specifications page or signature pages missing or unsigned	X		automatic rejection
8.	insufficient financial security (ie: no deposit or bid bond or insufficient deposit)	X		where security is required and amount of security is specified in request, automatic rejection
9.	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
10.	bid document does not acknowledge addendums issued	X		automatic rejection
11.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection
12.	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
13.	bids containing minor clerical errors		X	2 working days to correct initial errors
14.	uninitialed changes to the request documents which are minor		X	2 working days to correct initial errors
15.	alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
16.	unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
17.	other mathematical errors which are not consistent with the unit prices		X	2 working days to correct initial corrections
18.	pages requiring completion of information by vendor are missing or incomplete	X		automatic rejection
19.	bid documents which suggest that the bidder has made a major mistake in calculations or bid	X or	X	consultation with a Solicitor on a case-by-case basis
20.	Bid qualified or restricted by a statement or alteration added to any part of the documents	X		automatic rejection