

The Corporation of the Township of North Kawartha

By-Law # 2014-120

Being a by-law to establish a Procurement Policy for The Township of North Kawartha.

Whereas Section 271 (1) 3 of the Municipal Act, S.O. 2001, c.25 provides that a municipality shall adopt and maintain policies with respect to the procurement of goods and services;

And Whereas the Council of the Corporation of the Township of North Kawartha deems it desirable to adopt a procurement policy;

Now Therefore the Council of the Corporation of the Township of North Kawartha enacts as follows:

1. That Council adopt the Procurement Policy attached as Schedule "A".
2. That all previous by-laws adopting procurement policies including By-Law #90/05 be repealed.
3. That the provisions of any by-laws contrary to this be hereby repealed.

Read a first, second and third time and passed in Open Council this 16TH day of December, 2014.

Richard B. Woodcock, Mayor

Connie Parent, Clerk



Procurement Policy

1.0 Legislative Authority

The Municipal Act, 2001, S.O. 2001, Chapter 25 Part VI, Section 270(1) as amended, states that a municipality shall adopt and maintain policies with respect to its procurement of goods and services.

2.0 Goals of the Purchasing Policy

- 2.1 This policy sets out guidelines for the municipality to ensure that all purchases of goods and services provide the best value for the Township ratepayers. All things being equal, and having regard for the guidance of this policy, “best value” may be described as receiving the required quality and service at the lowest cost.
- 2.2 This policy shall provide guidance for an open and honest procurement program, with transparency as a cornerstone of the decision making process.
- 2.3 This policy shall provide a purchasing environment that is fair, impartial and transparent.
- 2.4 This policy shall promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.
- 2.5 A competitive bidding process is the preferred method of purchasing and as such Department Managers are encouraged to seek out new sources of supply, readily provide purchasing information to vendors in a cooperative manner and ensure that all mechanisms for purchasing contain clear and full disclosure of requirements.
- 2.6 To maintain integrity and protect the interests of our taxpayers, any elected or appointed official participating in a procurement process that have a private interest that are in conflict with their duties as elected or appointed officials, shall declare said conflict as required under the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50.
- 2.7 All applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act, the Municipal Act, the Interprovincial Trade Agreement, and the Integrated Accessibility Standards Regulation will be considered prior

and during the procurement process.

3.0 **Definitions**

3.1 For the purposes of this Policy:

“Bid” shall mean a submission, under any of the prescribed purchasing mechanisms, from a prospective vendor in response to a request for the purchase of goods and services issued by the Township.

“CAO” shall mean the Chief Administrative Officer for the Township

“Council” shall mean the Council of the Corporation of the Township of North Kawartha.

“Department Manager” shall mean the head of a department operating within the Township of North Kawartha, being the Chief Building Official; Clerk; Treasurer; Fire Chief; Roads Supervisor; Director of Parks and Recreation, and for the purposes of this policy, shall include the Chief Administrative Officer where applicable.

“Emergency Purchase” shall mean a purchase made in a crisis situation where immediate action is required to prevent the possible loss of life, property or minimize a negative impact on municipal operations.

“Evaluation Committee” shall be composed of the Department Manager, and two of the following: the CAO, the Treasurer, the Clerk, another employee deemed appropriate.

“Goods” shall mean supplies, wares, merchandise, material and equipment, including leases.

“Purchasing Designate” shall mean a person designated by a Department Manager to exercise any or all responsibilities of the Department Manager with respect to this policy.

“Quotation” shall mean a competitive bid process for goods or services that is conveyed and received from bidders in a written format by e-mail, mail or fax.

“RFP” shall mean a Request for Proposal document that sets out general specifications for the commodity or service required when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services.

“Sealed Bids” are bids submitted in a sealed envelope to a specified location, by a specified date.

“Services” shall mean items such as telephone, gas, water, hydro, janitorial and cleaning services, consultant services, legal surveys, medical and related

services, insurance, leases for grounds, buildings, office or other space required by the Township and the rental, repair or maintenance of equipment, machinery or other personal and real property.

“**Tender**” means a document that sets out particular specifications for the goods or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.

“**The Corporation of the Township of North Kawartha**” herein is also referred to as the “Township”

“**Time Sensitive Purchase**” shall mean a purchase made in a situation where immediate action is required to engage vendors to ensure that works are completed within a specific time frame to minimize a negative impact on municipal operations.

“**Vendor**” shall mean any person or enterprise supplying goods or services to the Corporation of the Township of North Kawartha.

4.0 **Purchasing Responsibilities**

4.1 **Expenditure Authorization**

The Township of North Kawartha Council has ultimate authority and accountability for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. This purchasing policy outlines how spending authority is to be used.

4.2 **Department Manager Authorization and Responsibilities**

4.2.1 The Department Manager shall be responsible for approval of accounts within the approved budget for their respective department, or any amendment to same, as approved by Council.

4.2.2 Reports to Council by a Department Manager that recommend budget amendments, capital expenditures or special appropriations shall contain purpose of expenditure, cost estimates or expenditure limitation, and the fund in which an appropriation has been provided. All reports recommending such matters shall also require endorsement by the Treasurer and the Chief Administrative Officer or designates.

4.3 **Purchasing Designate**

A Department Manager may appoint a Purchasing Designate to exercise any or all responsibilities assigned to that Department Manager by this policy. The Department Manager shall advise the CAO and Treasurer of this appointment.

5.0 **Purchasing Mechanisms**

In determining which purchasing mechanism is the most appropriate, the Department Manager shall have regard for the goals as outlined in Section 2, the purchasing responsibilities as outlined in section 4 and the dollar thresholds as stated in section 5. The efficient utilization of these mechanisms shall ensure that the ratepayers of the Township receive best value for their tax dollars.

5.1 **Small Order Purchases**

The Department Manager shall be authorized to make small order purchases of goods and services up to an amount of \$5,000.00 from such vendor and upon such terms and conditions as the Department Manager deems appropriate. The Department Manager shall obtain at least three prices from known suppliers who can provide acceptable quality goods or services at competitive prices for goods or services where the total is greater than \$1,000.00 and less than \$5,000.00. The prices shall be recorded appropriately and said document attached to invoice from chosen supplier.

5.2 **Quotation Purchases**

5.2.1 The Department Manager shall be authorized to make purchases of goods and services for estimated expenditures exceeding \$5,000.00 and less than \$25,000.00 from such vendor and upon such terms and conditions as the Department Manager deems appropriate subject to first obtaining at least three (3) written quotations whenever possible.

5.2.2 Notwithstanding 5.2.1 when the preferred quotation exceeds the approved budget or exceeds \$25,000, the Department Manager shall obtain the approval of the Chief Administrative Officer.

5.2.3 At the discretion of the Chief Administrative Officer, any quotations may be referred to Council for disposition. In this event, the respective Department Manager shall prepare recommendation in writing for Council to deal with the quotations received at a Council meeting.

5.3 **Tender Purchase**

5.3.1 The Department Manager shall not order goods and services exceeding \$25,000.00 without requesting and obtaining sealed tenders for the goods and services. At least three (3) bids shall be obtained whenever possible.

5.3.2 In the preparation of a tender, the Department Manager shall ensure that, as a minimum, the bid document includes the following sections:

- Instruction to bidders
- Specifications of the goods and services
- Terms and conditions
- Financial Requirements (Tender Deposit information)
- Format for the evaluation criteria
- Format for the scoring matrix

- Prescribed format for the schedule of items and prices
- An authorized signature that binds the bidder to the terms and bid document
- References

5.3.3 After the opening of the tenders members of the Evaluation Committee shall review the documentation individually and score all RFP's using the prescribed scoring matrix. The Committee shall then be convened to review and discuss all scores. The Committee shall determine a common score.

5.3.4 The respective Department Manager shall prepare a preliminary tender summary report of the tenders received, including the names of all those submitting a tender and the tender amounts and security/deposit amounts (if applicable) and a recommendation in writing to the CAO and Treasurer or designates for review and comment prior to submission to Council. The report will then be forwarded to Council for direction.

5.3.5 Notwithstanding Section 5.3.3 & 5.3.4, where tenders are coordinated by a Consultant for a designated project, the consultant shall prepare a recommendation in writing for the respective Department for Council to deal with the tenders received.

5.3.6 Council shall make the final determination as to awarding of all tenders. The lowest tender, or any tender, not necessarily accepted.

5.4 **Requests for Proposals**

5.4.1 The Department Manager may use a Request for Proposal in place of a tender or quotation when goods and services cannot be specifically stipulated or when alternative methods are being sought to perform functions or services. At least three (3) bids shall be obtained whenever possible.

5.4.2 A RFP bid document shall be developed by the respective Department Manager, with support and input from the Treasurer and Chief Administrative Officer. In the preparation of the RFP the Department Manager shall ensure that, as a minimum, the bid document includes the following seven sections:

- Instruction to bidders
- Specifications of the goods and services
- Terms and conditions
- Format for the evaluation criteria
- Format for the scoring matrix
- Prescribed format for the schedule of items and prices
- An authorized signature that binds the bidder to the terms of the bid document
- References

- 5.4.3 After the opening of the RFPs, members of the Evaluation Committee shall review the documentation individually and score all RFP's using the prescribed scoring matrix. The Committee shall then be convened to review and discuss all scores. The Committee shall determine a common score.
- 5.4.4 The respective Department Manager shall prepare a preliminary RFP summary report of the RFP's received, including the names of all those submitting a RFP and description of variances. The Department Manager shall then prepare a report recommending in writing to the CAO and Treasurer or designates for review and comment prior to submission to Council. The report will then be forwarded to Council for direction.
- 5.4.5 Council shall make the final determination as to the awarding of all RFPs. The highest scored RFP, or any RFP, not necessarily accepted.

5.5 Advertising

The Department Head shall draft the advertisement in consultation with the CAO and/or Council, and publish same in appropriate publications. As a minimum, all tenders and RFP's (not by invitation) shall be advertised on our website and social media and may advertise locally in the local media publications. The closing date for tenders and RFP's shall be no sooner than **two weeks** following publication in the local media unless the urgency of the requirement dictates otherwise and approval from Council has been obtained. Each advertisement for Tender and Request for Proposal shall typically contain the following information:

- Location where tender/RFP documents may be obtained
- Amount of non-refundable fee for documents, if applicable
- Proof of Liability insurance, if applicable
- Clearance Certificate from WSIB if required
- Date and time of tender/RFP closing
- General specifications of the goods or services required
- Name and phone number of contact person
- And the following statements:

“Tenders (or RFP) on the prescribed Tender (or RFP) and sealed in an envelope clearly marked shall be received by _____ (provide date) _____ at the Township of North Kawartha, 280 Burleigh Street, P.O. Box 550, Apsley, Ontario K0L 1A0. The lowest or any tender need not necessarily be accepted.”

5.6 Council's Approval

Tenders and Requests for Proposal shall obtain Council's approval prior to advertising. When presented to Council, these documents should be ready for release, and adhere to Sections 5.3.2 and 5.4.2.

5.7 **List of Prospective Bidders**

The Department Head or CAO or their designate shall keep a list of all persons taking out tender and RFP documents. Such list shall contain the prospective bidder's name, address and telephone number and shall be made available to the public.

5.8 **Sole Sourcing**

In some instances, there is only one known qualified supplier of goods or services. If at all possible, this non-competitive process for obtaining goods or services should be avoided. If however, the goods or services are required by the municipality, the purchaser shall record the price(s) appropriately.

5.9 **Goods or Services at a Trade Show**

The purchaser may have the opportunity to attend trade shows, where on occasion special pricing can be obtained on specific goods or services. The purchaser shall obtain at least one (1) price from a known supplier of the goods or services in advance of the attendance at the trade show in order to ascertain that the price(s) obtained at the trade show are in fact competitive. The purchaser shall record the price obtained prior to and following attendance at the trade show.

6.0 **Purchase by Negotiation**

6.1 The Department Manager and/or Chief Administrative Officer as directed by Council may under the following conditions negotiate with one or more bidders and in such cases the requirement for inviting tenders or quotations is waived.

- When in the judgment of the Department Manager, goods are judged to be in short supply due to market conditions
- Where there is only one source of supply for the goods or services
- Where two or more identical bids have been received
- Where the lowest tender or quotation meeting specifications substantially exceeds the estimated cost and it is impractical to recall the tender or quotation
- When all bids received fail to meet the specifications or tender terms and conditions and it is impractical to recall tenders or quotations
- When only one bid received in a tender or quotation
- When no bids are received in a tender or quotation call

6.2 When negotiations are deemed necessary they shall be carried out jointly in co-operation with the Department subject to the conditions of this Policy.

6.3 Any negotiated purchase contract for \$25,000.00 or more in value, excluding taxes and freight, shall be subject to approval from Council

6.4 The methods of negotiation shall be those accepted as standard negotiating procedures that employ fair ethical practices.

7. **Exercise of Contract Renewal Options**

7.1 Where a contract contains an option for renewal, the Department Manager may authorize Purchasing and Supply to exercise such option provided all of the following apply:

- The supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract
- The Department Manager and CAO agree that the exercise of the option is the best interest of the Township
- Funds are available in appropriate accounts within Township Council approved budget including authorized revisions to meet the proposed expenditure
- A valid business case has been completed

7.2 The business case shall be authorized by the Department Manager and shall include a written explanation as to why the renewal is in the best interest of the Township and include comment on the market situation and trend.

8.0 **Contract Amendments and Revisions**

8.1 No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Township.

8.2 No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.

8.3 Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within Township Council approved budget including authorized revisions.

8.4 Department Managers may authorize amendments to contracts provided the total amended value of the contract is within the approval authority.

8.5 Where expenditures for the proposed amendment combined with the price of the original contract exceeds Township Council approved budget for the project, a report prepared by the Department Manager shall be submitted to Council recommending the amendment, and proposing the source of financing.

9.0 **Exclusions**

9.1 While having regard for the goals of this policy, Department Managers are encouraged to consider the skills of Township staff and range of Township equipment and seek out in-house bids where applicable. In this manner, the

respective Department Manager shall prepare a written budget outlining all direct/in-direct costs. The Department Manager(s) and Chief Administrative Officer shall review the budget and have regard for:

- Cost
- Department workload
- Timelines of project completion

Upon completion of the review determine whether the in-house bid is appropriate to achieving the goal of best value for the Township ratepayers.

9.2 In addition, adherence to this purchasing policy is not required with respect to those items listed below:

- I. Training and Education, including but not limited to:
 - a) Conferences, Courses, Conventions and Seminars
 - b) Magazines, Books and Periodicals
 - c) Memberships
- II. Refundable Employee Expenses, including but not limited to:
 - a) Advances
 - b) Meal Allowances
 - c) Miscellaneous Expenses
 - d) Travel
- III. Employer's General Expenses, including but not limited to:
 - a) Payroll Deduction Remittances, WSIB, EHT
 - b) Licenses, including vehicles, etc
 - c) Debenture Payments
 - d) Liability, Property and Other Forms of Insurance
 - e) Tax Remittances
- IV. Other Expenses:
 - a) Hydro
 - b) Non-bulk Vehicle Fuel
 - c) Telephone
 - d) Postage
 - e) Acquisition of real property
 - f) Procurement of original artwork
 - g) Procurement of goods intended for resale to the public
 - h) Procurement from philanthropic institutions and persons with disabilities
 - i) Procurement contracts with public bodies, the hydroelectric commission, area municipalities and special purpose bodies with the Municipality (including but not limited to the supply of or billing for property taxes, utilities, etc.) or non-profit organizations
 - j) Advertisements
- V. Purchases for consulting services for a program where services have been awarded to a consulting firm on an on-going basis and when clearly identified in the budget.

- VI. Any transaction specifically authorized by resolution of Council to be exempt from this purchasing policy

10.0 **Emergency and Time Sensitive Purchases**

10.1 Emergency includes:

- An imminent or actual danger to the life, health or safety of an official or an employee while acting on the Township's behalf;
- An imminent or actual danger of injury to or destruction of real or personal property belonging to the Township
- An unexpected interruption of a public service
- An emergency as defined by the Emergency Plans Act, R.S.O. 1990, Chapter E.9 and the emergency plan formulated thereunder by the Township
- A spill of a pollutant as contemplated by Part X of the Environmental Protection Act, R.S.O. 1990, Chapter E.19 and
- Mandate of a non-compliance order

The Department Manager shall be authorized to make emergency and time sensitive purchases in excess of \$5,000.00 upon the approval of the Chief Administrative Officer. The Department Manager shall present a report to Council at its next meeting providing sufficient details on the purchase, emergency involved or timing rationale, and impact on approved departmental budget.

11.0 **Communications**

- 11.1 All bid documents, and their respective advertisement of invitation, shall state the date, time and place of bid opening / closing.
- 11.2 The Township web site shall include a section dedicated to Purchasing. This section shall include a copy of the current purchasing policy. All notices for tenders and RFPs shall be posted on the site.
- 11.3 Any other persons desiring to be present at the opening of tenders and RFPs may attend.

12.0 **Administration**

- 12.1 All tenders and RFPs shall be received at the Township of North Kawartha Municipal Office, 280 Burleigh Street, Apsley, Ontario for recording of date and time received for safekeeping pending the opening of same.
- 12.2 All tenders and RFPs shall close at the time and day specified in the advertisement.
- 12.3 Within three (3) hours of the closing, or a time deemed reasonable by the

Department Manager, the tenders shall be opened publicly and the names of those submitting and the amounts shall be disclosed at the time of opening. Within three (3) hours of the closing, or a time deemed reasonable by the Department Manger, the RFP's shall be opened publicly and the names of those submitting shall be disclosed at the time of opening.

- 12.4 Tenders and RFPs shall be opened in the presence of the Department Manager and at least one other Department Manager (Clerk and/or Treasurer) and/or the CAO and any other person deemed necessary.
- 12.5 No contract or purchase shall be divided to avoid the requirements of this policy.
- 12.6 Vendor contact regarding Tender/RFP's with Council Members is prohibited and can be considered as grounds for disqualification from the selection process.
- 12.7 The Township may participate with other units of government, their agencies or public authorities in co-operative purchase ventures when the best interest of the Township will be served.

13.0 **Conflict Of Interest**

- 13.1 The Department Manager shall not open and consider any bid, or otherwise acquire any goods or services from an elected official, officer or employee of the Township unless the elected official, officer or employee obtains approval from Council prior to the close of the bid or the acquisition of the goods and services.
- 13.2 No Elected Official, officer or employee of the Township shall allow contact with a person, or any officer, employee or agent of the person who has submitted a bid to the Township unless the bid call has been awarded or the contact is for the purpose of receiving a complaint.
- 13.3 All consultants (eg. Architects, engineers, etc.) retained by the Township shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Township as directed by the Department Manager, may at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the contract of a Township assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the Township.

14.0 **Financial Services**

- 14.1 All invoices or accounts from vendors shall be forwarded to the Accounts Payable Department only after they have been properly marked as received, properly coded to the correct general ledger account and approved by the appropriate Department Manager(s).
- 14.2 Prior to the adoption of the annual estimates, the services provided shall continue at the level carried out the previous year. The Department Managers are authorized to incur expenses, and the Treasurer is authorized to pay the accounts, of such ordinary business transactions.

- 14.3 Prior to the adoption of annual estimates, specific Council authorization is required for expenditures for special projects, capital purchases over \$5,000.00, consultant fees, land purchases and/or new services with the exception of expenses for ongoing project and capital purchases carried forward from the previous year.
- 14.4 After the adoption of estimates, the Treasurer is authorized to pay the accounts approved by the respective Department Managers.

15.0 Purchasing Policy Improvements

In order to ensure that Council and staff are familiar with this policy and that the policy reflects best practices, it shall be reviewed in the first year of each Council term. The review shall be coordinated by the Treasurer or designate and shall include an initial review by the Department Managers, suggestion of any proposed amendments or additions, and a report by the Chief Administrative Officer with recommendations to Council.

Appendix A

Request for Quotations and Justification Report

Description of Goods or Services:

Supplier	Quoted Price	Verbal/Written	Comments

Recommendations:

Attach Written Quotations

Budget Item _____ Non-budgeted Item _____ Emergency Item _____

Complete this section for Emergency and Non-budgeted Items

1. Why is this good/service required?
2. Why was good/service not included in current year's budget?
3. Detail impact on department's budget.

Attach this Form to the vendor's invoice

Appendix B

Example of Tender Form

To: The Township of North Kawartha

For: ***(Brief description of Tender)***

By: _____
Name of Firm or Individual Tendering

Address of Firm or Individual Tendering

Phone Number of Firm or Individual Tendering

Name and Position of Person authorized to sign

I/We, the undersigned, having carefully examined the Tender Specifications, and having read, understood, and accepted the General Conditions, Specifications and Drawings (if applicable) supplied, each and all of which form part of this tender, hereby offer and agree to supply all goods and services required to complete the work in strict accordance with the General Conditions, Specification, Drawings and this Tender Form for the sum of:

_____ Dollars
(in words)

\$ _____
(in figures)

The estimated cost of all materials to be incorporated in the work is

\$ _____

The estimated cost of labour and all other related charges is

HST

TOTAL (must equal lump sum of bid above) _____

The completion/delivery date shall be on or before _____

Warranty terms and conditions are as follows:

Attached to this tender is a certified cheque or alternative acceptable to the Municipality

in the amount of \$ _____ being _____ percent (____%) of the bid as specified in the "Financial Requirements" and made payable to the Township of North Kawartha. I/We hereby acknowledge that the proceeds of this security shall, upon acceptance of this tender, constitute a deposit which shall be forfeited to the Municipality if I/We fail to file with the Municipality a completed Performance Bond (if required) as specified in the "Financial Requirements" and an executed form of Agreement or Contract for the performance of the work within ten (10) days from the date of notification of the acceptance of this tender by the Municipality.

or

Deliver the tendered goods on or before the above noted date of delivery.

I/We hereby agree that notification of acceptance of this tender shall be in writing and may be sent by prepaid post or personal delivery. Notification of acceptance shall be deemed to be completed on the day such notice is mailed or delivered in person by the individual signing this Tender Form or his/her designate.

Attached to this tender are: Proof of liability insurance, if applicable _____
Clearance Certificate from WSIB, if required. _____

Signed at _____ of _____ in the

County/Region _____ this _____ day of _____, 200____.

Appendix C

Example of RFP Form

This proposal is submitted by:

Full Name of Firm

("Proponent") _____

Name of Contact _____

Address _____

Street Address

City

Province

Postal Code

Contact Information Telephone: _____

Fax: _____

Email: _____

I, _____, have authority to make this declaration on behalf of and to bind the proponent to its contents. I hereby declare:

1. THAT no person, firm or corporation other than the one that is submitting this proposal has any interest in this proposal or in the contract offered thereby.
2. THAT I have adequate and sufficient authority to bind the person, firm or corporation that is submitting this proposal.
3. THAT this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
4. THAT no member of the Township Council, or any officer of The Corporation of the Township of North Kawartha (the "Township") is, or will become interested directly or indirectly as a contracting party or otherwise, or in the performance of the contract, or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or of any such supplies to be used therein, or any of the monies to be derived there from.
5. THAT the matters stated in the said proposal are in all respects true.

By my signature hereunder, it shall be understood that I have read, understood and agree to abide by the instructions, terms, conditions and specifications contained in this Request for Proposal document.

Authorized Signature _____

Name _____

Title _____

(Please Print)

(Failure to sign here may result in rejection of this submission)

Personal information will be used to in the selection process and is pursuant to the
Municipal Freedom of Information and Protection of Privacy Act

Appendix D

Guidelines for Considering Irregular Tenders/RFP's

	Irregularity	Response
1	Late Bids	Automatic rejection and not read publicly
2	Unsealed tender envelope	Automatic rejection
3	Insufficient financial security (no deposit or bid bond or agreement to bond or insufficient deposit or bid bond or agreement to bond)	Automatic rejection unless insufficiency is trivial or insignificant
4	Bids not completed in ink or by typewriter	Automatic rejection
5	Incomplete bids (part bids – all items not bid)	Automatic rejection
6	Bids received on documents other than those provided by the Municipality	Automatic rejection
7	Bids containing minor clerical error	48 hours to correct and initial
8	Execution of Agreements to Bond: Bonding company corporate seal or signature missing from agreement to bond	Automatic rejection
9	Execution of Bid Bonds: a) Corporate seal or signature of the bidder or both missing b) Corporate seal or signature of bonding company missing	a) 48 hours to correct b) Automatic rejection
10	Other Bid Security – uncertified cheque	Automatic rejection
11	Execution of Tender Documents: a) Corporate seal missing but signature present b) Corporate seal and signature missing c) Corporate seal affixed but signature missing	a) 48 hours to correct b) Automatic rejection c) Automatic rejection
12	Erasures, Overwriting or strikeouts which not initialed: a) uninitialled minor changes to tender document b) Unit price in Schedule of Prices changed but not initialed and the contract totals are consistent with price as amended c) Unit prices in Schedule of Prices have been changed but not initialed and the contract total are not consistent with price as amended d) Other mathematical errors which are not consistent with unit prices	a) 48 hours to correct b) 48 hours to correct c) Automatic rejection d) 48 hours to initial corrections as made by the department
13	Tender documents which suggest that the tendered has made a mistake in calculations	Consultation with the Municipality's Solicitor on a case by case and a report to Council

Appendix E

Tender/RFP Advertisement

The Corporation of the Township of North Kawartha

Tender/Request for Proposal For _____

Tenders/RFP's on the prescribed Tender/RFP Form and sealed in an envelope clearly marked as such shall be received by the (insert name of person responsible) at following address:

The Township of North Kawartha
P.O. Box 550
280 Burleigh Street
Apsley, Ontario
K0L 1A0

Deadline For Tender/RFP Submission:

For Tender Only:

The tender must be accompanied by a tender deposit in the form of a certified cheque for ___% of tender amount. (3% for greater than \$100,000 & 5% for less than \$100,000)

Specifications for the above work can be obtained at the Municipal Office located at 280 Burleigh Street, Apsley, Ontario during regular office hours.

Successful candidate must provide copy of liability insurance and proof of WSIB coverage.

The lowest bid or any tender/rfp need not necessarily be accepted.

Tender/RFP Forms will be opened on date and time and location

For further information contact:

Provide name, address, telephone/fax number of person responsible

Appendix F

Record of Tender/RFP Documents Distributed

Name	E-Mail Address	Address	Telephone #

Appendix G

Summary of Tender/Request for Proposal Submissions

Tender/RFP #: _____

Deadline for submission: _____

Submitted By	Date and Time received:	Security Deposit Rec'd	Proof of Liability Insurance	WSIB Clearance Certificate	Valid/Invalid Tender (state reasons invalid)	Tender Amount

Appendix H

Example of Rating Criteria Matrix

Proponent's Name _____

Project Title _____

Evaluation Date _____

Evaluator _____

Step 1		Yes	No
Mandatory's	Proposal received prior to closing		
	Resumes of project team included		
	Reference List		

Step 2		Max. Points	Points
Proponent (30%)	Qualifications of firm and project team members		
	Experience of firm and project team members		
	Past performance		
	Resources		
Proposal (50%)	Scope		
	Methodology		
	Scheduling		
	Project Team		
	Clarity of Proposal		
Price (20%)	Points for Price		
Total Score (100%)	Proponent + Proposal + Price Score		

