



## The Corporation of the Municipality of Temagami

**Policy Number:** 1.3.3

**Policy Name:** Procurement of Goods & Services

**By-law Number:** 23-1711

**Effective Date:** \_\_\_\_\_

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### 1.0 Preamble

The Municipality of Temagami from time to time shall find the need to procure goods and services for the ease of operation along with the betterment of the organization and community as a whole.

### 2.0 Policy Statement

The purpose of this policy is to encourage competition among contractors/vendors to obtain the highest possible quality of goods and services for the least amount of money. To procure goods and services that are environmentally friendly and incorporate the requirements of the 'Ontarians with Disabilities Act'. This policy is to ensure fairness, objectivity, and transparency within the procurement process.

### 3.0 Definitions

**Award** means the authorization to proceed with the purchase of goods and services.

**Bid** means a submission received in response to a call for bids.

**Bidder** means a person, firm or corporation that submits a bid in response to a call for bids.

**Call for Bids** means a formal request for bids and includes a request for quotations, a request for tenders and a request for proposals.

**Clerk** means the person appointed as the Municipal Clerk by Council and includes a designated person.

**Construction** means construction, reconstruction, demolition, repair or renovation of a building or structure and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures to a building or structure.

**Consulting and Professional Services** means those services requiring the skills of a professional for a defined service and includes the services of architects, engineers,

designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, communications consultants and any other consulting services which may be required by the Municipality.

**Contract** means a contract awarded under this By-law.

**Contractor** means the bidder to whom a contract is awarded.

**Corporation** shall mean the Corporation of the Municipality of Temagami.

**Council** means the Council for the Corporation of the Municipality of Temagami.

**Department Head** means any Senior Management employee that is designated as the head of the department.

**Emergency** means an event or circumstance where the immediate purchase of goods or services is necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of essential services or damage to public property or any other expenditure that is necessary to respond to any such event.

**Expanded Works** means an approved construction project in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary to deliver the original approved work.

**Goods** means personal property, including raw materials, products, supplies, equipment and other physical objects of every kind and description.

**In House Bid** means a bid made by a department or employee, submitted in response to a call for bids, where provision of the goods and services will be provided entirely by employees of the Municipality.

**Mayor** is the elected Head of Council for the Corporation of the Municipality of Temagami.

**Municipality** means the Corporation of the Municipality of Temagami.

**Preferred Vendor** means a manufacturer or seller that has a continuing arrangement to provide a business or organization with products or services, often at a reduced price.

**Proposal** means a submission received in response to a request for proposals, acceptance of which may be subject to further negotiation.

**Purchase Order** means a written order to a contractor setting out the terms and conditions for the purchase of goods and services.

**Quotation** means a binding offer received in response to a request for quotations.

**Request for Expression of Interest** means a request made by the Municipality for the purpose of compiling a list of persons, firms or corporations who may be interested in providing goods or services to the Municipality.

**Request for Pre-Qualification** means a request for the submission of information from potential bidders, including the experience, financial strength, education, background and personnel of persons, firms or corporations who may qualify to supply goods or services to the Municipality.

**Request for Proposal** means a request for proposals made pursuant to this policy.

**Request for Quotation** means a request for quotations made pursuant to this policy.

**Request for Tenders** means a request for tenders made pursuant to this policy.

**Responsive** means a bid has complied in all material respects with the requirements set out in the call for bids documentation.

**Services** means the services to be provided under contract and includes consulting and professional services.

**Single Source** means that there is more than one source of supply for a particular good and/or service in the open market; however, only one source is used by the Municipality due to predetermined and approved specifications.

**Sole Source Purchase** means a purchase made under Section 15.0 of this policy.

**Standing Agreement** means an agreement between the Municipality and a contractor resulting from a call for bids, under which the contractor agrees to provide goods or services as and when needed by the Municipality, at a predetermined price, for a predetermined period of time upon predetermined terms and conditions.

**Supplier** means any individual or legal entity that is available to provide goods or services to the Municipality.

**Tender** means a submission received in response to a request for tenders.

**Time Sensitive Work** means work for which the timing to initiate and/or complete

the purchase is paramount but the time available to follow normal procedures is insufficient.

**Total Cost** means the contract cost for the full term of the contract including all applicable taxes, but exclusive of any rebates.

#### **4.0 Regulations**

- 4.1** Council for the Corporation of the Municipality of Temagami has ultimate authority for all expenditures. Council delegates authority by approval of the annual budget or by specific resolution. Resolutions approving budget amendments, capital expenditures or special appropriations shall contain the purpose of the expenditure, cost estimates or expenditure limitation and the fund in which an appropriation has been provided. The details of which shall provide Council in a report to be submitted by the appropriate department head.
- 4.2** The purchasing and procurement procedures laid out in this policy shall be adhered to by all Municipal departments, boards and committees over which Council has direct control.
- 4.3** No purchase of goods and/or services shall be authorized unless the purchase follows this policy. Any goods and/or services that are obtained without adhering to this policy will not be accepted and any invoices received may not be processed for payment.
- 4.4** Department Heads may delegate their purchasing authority as assigned to a subordinate as outlined by this policy; however, all responsibility shall remain with the Department Head.
- 4.5** Total Department budgets are authorized by Council in the Annual Operating Budget and Capital Budget. Within that broad constraint, Department Heads are authorized to spend funds in accordance with the conditions outlined in this policy and procedures.
- 4.6** This policy and its provisions will also allow flexibility for Department Heads to meet the operational requirements of their departments with a minimum of restriction and formality, while at the same time providing the control features needed relative to the procurement of goods and services.
- 4.7** Wherever possible, departments should attempt to procure goods and/or services of like nature as a combined effort with other departments in order to benefit from economies of scale.

- 4.8** The Full Life Cycle of products and their complete impact should be considered when purchasing goods and/or services. The total costs, including but not limited to, the operating, training, maintenance, quality of warrant, payment terms, disposal value and disposal cost should be considered in evaluating competitive bids from responsive and responsible bidders.

## **5.0 General Responsibilities**

- 5.1** All Municipal staff delegated with approval authority shall follow the guidelines as established in this policy.
- 5.2** The purchase and procurement of goods and/or services required for the provision of the Municipality's operation and services prior to the approval of the annual budget may be authorized by the Department Head up to 50% (Fifty percent) of the previous year's operating budget in accordance with this policy. The Treasurer shall provide ALL Department Heads with an up-to-date Expenditure Report at the end of every month.
- 5.3** Any long-term contracts that the Municipality has entered into for the purchase and procurement of goods and/or services required for the provision of the Municipality's operation and services prior to the approval of the annual budget shall continue.
- 5.4** Approval authority as outlined in "Schedule A", levels of Approval Authority and Section 10.0 shall be adhered to.

## **6.0 Clerk's Responsibilities**

- 6.1** The CAO/Administrator/Clerk (as applicable) has the authority to instruct Department Heads not to award contracts and to submit recommendations to Council for approval and may provide additional restrictions concerning the procurement where such actions are considered necessary and in the best interest of the Municipality.
- 6.2** Has the same authority as outlined in Section 7.0.

## **7.0 Department Heads Responsibilities**

- 7.1** Have the responsibility for the procurement of all goods and/or services within their departments and are accountable for achieving best value for the Municipality while following and adhering to this policy.
- 7.2** Have the responsibility to ensure that adequate funds are budgeted and available in the Annual Budget and that the expenditure for goods and/or services is properly

approved. If in doubt that adequate funds are available, the Treasurer should be consulted.

**7.3** Have the authority to delegate approval authority to staff at the appropriate levels within their department as per Section 10.0 of this policy.

**7.4** With the approval of the CAO/Administrator/Clerk (as applicable), have the authority, when it is of their opinion that a 'Time Sensitive Event' has occurred, to authorize the purchase and procurement of goods and/or services as is considered necessary to remedy the situation without regard to the requirement for a competitive bid process and may approve the necessary contract amendments, as required, provided that reasonable effort, under the circumstances, is made to acquire reasonable price(s) for the goods and/or services purchased.

The relevant details surrounding the 'Time Sensitive Event', if the purchase exceeds the approval limits set forth in Section 14.0 shall be included in a report and submitted to Council as soon as possible.

## **8.0 Treasurer's Responsibilities**

**8.1** The Treasurer shall be responsible for:

**8.1.1** Overseeing the purchasing and procurement adherence and compliance to the Municipality's policies.

**8.1.2** Maintaining ownership over the Procurement of Goods and/or Services Policy.

**8.1.3** Approve all invoices over \$2,500 before payment is processed.

## **9.0 Council's Responsibilities**

**9.1** Despite any other provisions of this policy, the following are subject to Council approval:

**9.1.1** Any contract requiring approval from the Ontario Municipal Board (OMB).

**9.1.2** Any contract prescribed by Statute to be made by Council.

**9.1.3** Where the cost amount proposed for acceptance is greater than \$25,000 and is not budgeted for in the Council approved operating budget.

**9.1.4** Where the cost amount proposed for acceptance is greater than \$75,000

above the Council approved operating budget for that expenditure.

~~9.1.5 Where the cost amount proposed for acceptance is greater than 10% or \$250,000 above the Council approved Capital Budget for the capital project.~~

9.1.6 Where the cost amount would result in insufficient funds, above the contingency amount, to complete the capital project as approved by Council in the annual Capital Budget.

## 10.0 Approval Authority & Reporting Requirements

10.1 Unless otherwise approved by Council, all purchases and procurements of goods and/or services must be approved in the annual Budget, with the exception of purchases made under Section 14.0 of this policy.

10.2 All applicable taxes, for which the Municipality receives a refund, shall be excluded in determining the purchasing amount.

10.3 All dollar values are based on annual amounts and must be within the approved budget limit.

## 11.0 Budgeted Goods & Services

11.1 The authorization to proceed with the actual purchase is based on the following approval levels:

\$0.00 - \$5,000.00	Department Designate
Up to \$25,000.00	Department Head
Up to <del>\$75,000.00</del>	CAO/Administrator/Clerk (as applicable)
Over <del>\$75,000.00</del>	Council

**Note:** No purchase or contract shall be divided to avoid the requirements of the Tender, Proposal, Quotation or Purchasing authority procedures. Nor shall purchases be divided in order to circumvent the prescribed spending authority dollar limits as outlined in this policy.

## 12.0 Budgeted Goods & Services Reallocation

### 12.1 CAO/Administrator/Clerk (as applicable):

Has the authority to reallocate funds for a specific item, goods and/or services

as approved in the Annual budget up to a maximum of 30% (Thirty Percent) of the budgeted amount or \$25,000, whichever is greater.

### **12.2 Department Heads:**

Unless otherwise approved by the CAO/Administrator/Clerk (as applicable), Department Heads have the authority to reallocate funds for specific item goods and/or services as established in the approved Annual Budget up to a maximum amount of \$2,500 of the budgeted item.

### **13.0 Non-Budgeted Goods & Services**

**13.1** It is recognized that unforeseen events arise and there will be requirements for the purchase of non-budgeted good and/or services. The Department Head and CAO/Administrator/Clerk (as applicable) may purchase the required goods and/or services subject to the following approval levels:

<b>\$0.00 - \$2,500.00</b>	<b>Department Head</b>
<b>Up to \$25,000.00</b>	<b>CAO/Administrator/Clerk (as applicable)</b>
<b>Over \$25,000.00</b>	<b>Council</b>

**Note:** Where a 'Time Sensitive Event' occurs and a situation arises requiring the immediate purchase of good and/or services essential to prevent any damage to property, delays in the work for a department or mitigate potential liability to the Municipality, the CAO/Administrator/Clerk (as applicable) may authorize the purchase of the required goods and/or services as subject to an approval limit of ~~\$75,000~~.

### **14.0 Non-Competitive Purchases & Procurements**

#### **14.1 EMERGENCY PURCHASES:**

For the purposes of this policy, an emergency means an event or occurrence that the CAO/Administrator/Clerk (as applicable), Department Head or their respective delegate, Fire Chief or Chief Building Official deem as an immediate threat to:

**14.1.1** Public Health

**14.1.2** The maintenance of essential Municipal services

**14.1.3** The welfare and protection of persons, property or the environment and in the event of an emergency, normal purchasing and policy procedure is waived



with the exception of the delegation of authority. Reasonable effort under the circumstances will be used to acquire a reasonable price for goods and services purchased. Emergency purchases and reason for same made by a Supervisor shall be reported forthwith to the Department Head and subsequently reported to the CAO/Administrator/Clerk (as applicable).

## **15.0 Sole Source Procurement**

**15.1** The procurement of goods and/or services may be made using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

**15.1.1** Statutory or market-based monopoly

**15.1.2** Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material.

**15.1.3** The complete item, service or system is unique to one supplier and no cost- effective alternative or substitute exists.

## **16.0 Single Source Procurement**

**16.1** The purchase and procurement of goods and/or services may be conducted using a Single Source process if there are valid and sufficient reasons for selecting one supplier. Such reasons include but not limited to:

**16.1.1** An attempt to purchase and procure the goods and/or service through a competitive soliciting process ~~was made~~, but the process failed to identify more than one willing and compliant supplier.

**16.1.2** The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids.

**16.1.3** There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract.

**16.1.4** The goods and/or services are to be supplied by a particular supplier having special Industry knowledge, skills, expertise or experience.

**16.1.5** Where due to abnormal market conditions, the goods and/or services required are in short supply.

**17.0 In addition to Sections 12.0 and 13.0, the following body and persons shall have the respective approval authority as set out below:**

**17.1 Council must approve the following awards:**

**17.1.1** Request for Tender (RFT) greater than \$75,000 for the procurement of budgeted goods and/or services through Public or Invitational request.

**17.1.2** Request for Quote (RFQ) greater than \$25,000 but less than \$75,000 for the procurement of non-budgeted goods and/or services.

~~**17.1.3** Capital Works project cost increases greater than 10% or \$250,000, whichever is less, of the original approved contract amount.~~

**17.2 CAO/Administrator/Clerk (as applicable) must approve the following awards:**

**17.2.1** RFQ not exceeding \$25,000

**17.2.2** Capital Works project cost increases up to 10% of the original approved contract amount, but not exceeding \$250,000.

**18.0 General Procurement Procedures**

**18.1** The following are the authorized procedures for the purchase of goods and/or services:

<u>Procedure</u>	<u>Cost Amount</u>
Petty Cash	<b>\$100.00</b>
Direct Purchasing Process	<b>\$2,500.00 or less</b>
Written/Verbal Quote or Proposal Process	<b>\$2,501.00 to \$5,000.00</b>
Request Quote or Proposal Process	<b>\$5,001.00 to \$75,000.00</b>
Request for Tender	<b>Over \$75,000.00</b>

**18.2** Where goods and/or services of a similar type are to be purchased on a regular basis from one or more supplier, either over the course of a season or fiscal year, those goods and/or services shall be purchased in accordance with this policy as goods and/or services having a purchase price or value equal to the total estimated cost of all such goods and/or services to be supplied over the course of a season or fiscal year as approved in the annual budget.

## **19.0 Petty Cash**

- 19.1** A petty cash fund may be maintained, as needed, to meet the requirements of purchasing goods and/or services having a value of \$150 or less.
- 19.2** Petty cash should only be used when it is not feasible or practical to use a Direct Purchasing Process.
- 19.3** A purchase value of less than \$150 may be made by designated employees of the Municipality, by the issuance of a petty cash voucher. Petty cash vouchers shall include the following information:
- a.** his/her name
  - b.** date monies are required
  - c.** amount of monies required
  - d.** item for which monies are required
  - e.** account number
- 19.4** The voucher must be signed by the Department Head or designate prior to the purchase and presented to that individual handling petty cash, at which time the individual shall receive monies. The individual shall return any monies that have not been spent to that person handling petty cash along with a receipt for the purchase.

## **20.0 Direct Purchase Process**

- 20.1** Purchases up to \$2,500 shall be considered low dollar value procurements. All low dollar value purchases shall utilize applicable Municipal contracts and shall otherwise be in accordance with this policy.
- 20.2** Department Heads may delegate approval authority to their staff for low dollar purchases. It is the responsibility of the respective Department Head to ensure that this policy is adhered to.
- 20.3** All information on low dollar value purchases must be documented and maintained on file.
- 20.4** Obtaining competitive quotes is considered a **good-business** practice and should be obtained when possible.

## 21.0 Verbal & Written Quotations

Verbal Quotes are to be written.

- 21.1** Quotes will be received from suppliers for any purchases of a value greater than \$2,500; at least two verbal quotes shall be received from suppliers for purchases valued at \$2,501-\$5,000, and at least two written quotes (invitational bids), on company letterhead, shall be received from suppliers for purchases valued at \$5,001- \$75,000.
- 21.2** If two quotes (invitational bids) are not available, particularly for Sole and Single Source goods and/or service (Sections 15.0 & 16.0), a written explanation must accompany quotations.
- 21.3** All purchases of a value greater than \$75,000 will be tendered, subject to Sections 15.0 & 16.0. All Tenders shall include price, all applicable taxes, terms and conditions, delivery date and transportation charges. The procedures for such purchases are set out in Schedule "B".
- 21.4** Where possible, all quotes will be obtained from known or local suppliers. Other sources include trade catalogues, telephone books, internet and salesmen.
- 21.5** Purchases for the Corporation will not be split into two or more orders to avoid the purchasing procedure requirements.
- 21.6** All quotes received will be recorded on a quotation sheet and with the accompanying staff report on any project shall be filed with paid invoice for audit purposes.
- 21.7** When technical information is required prior to acceptance of quote, the user department may arrange to meet with bidders at a scheduled pre-tendering meeting to ensure all bidders receive the same information.

## 22.0 Procurement of Professional Consulting Services

**22.1 Proposal** request for the procurement of professional consulting services should contain, but are not limited to, the following:

- a) Terms of Reference
- b) Details of Proposed Work Program
- c) Cost Estimates

- d) Company Qualifications
- e) Project Staff Qualifications

**Note:** Purchase process will be governed by procedure on Schedule "B".

### **23.0 Award Considerations**

**23.1** In addition to price, consideration ~~may~~ be given to the following in determining the most acceptable bidder:

- a) The ability of, capacity, and skill of the bidder to provide the goods and/or services requested;
- b) The ability of the bidder to perform the contract or provide the services promptly or at the time specified without delay or interference;
- c) The character, integrity, reputation, judgement, experience and efficiency of the bidder; (if known or available).
- d) The quality and performance of previous contracts, goods or services;
- e) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the goods and/or services;
- f) The quality, availability and adaptability of the goods and/or contractual services to the particular use required;
- g) The ability of the bidder to provide future maintenance and services for the items acquired; and
- h) The number and scope of conditions attached to the bid.

### **24.0 Appointment of Professional Service Firms**

- a) All appointments for professional services such as Legal, Engineering and Auditing, shall be appointed by By-Law for a term not exceeding five (5) years.
- b) Notwithstanding, the requirement of appointments not exceeding five (5) years, such appointments shall be structured to permit a review every three (3) years **regarding service and performance**.

- c) A Staff report on reappointment will be presented to Council a minimum of ninety (90) days prior to the end of the current appointment.

## **25.0 Exemptions**

**25.1** This purchasing and procurement policy establishes the purchasing policy and practices for the purchase of all types of goods and/or services with the exception of the following:

**25.2** Corporate General Expenses including:

- a) Payroll and Payroll Deductions
- b) Medicals
- c) Insurance Premiums, Claim Settlements and Adjuster Services
- d) Tax Remittances
- e) Workplace Safety Insurance Board (WSIB)
- f) Charges to and from Other Government Agencies
- g) Development Charges

**25.3** Professional and special services expenses including:

- 25.3.1.1 Additional non-recurring Accounting and Auditing Services
- 25.3.1.2 Banking Services
- 25.3.1.3 Employee Group Benefits
- 25.3.1.4 Financial Loan renegotiations

**25.4** The rental and lease of property, land or accommodation.

**25.5** Utilities - Gas services, Electricity, Telephone services.

**25.6** Licenses, certificates and other approvals required.

**Policy Adoption and Review Guidelines**

Date of Adoption	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Council Review
	23-1711			

DRAFT

**The Corporation of the Municipality of Temagami  
Funding applications**

All seed money for Funding Applications must be preapproved by the Council for the Corporation of the Municipality of Temagami.

**Schedule “A” to By-law 23-1711  
Levels of Approval Authority**

All applicable taxes, for which the Municipality receives a refund, shall be excluded in determining the purchasing amount. Generally, all dollar values are based on annual amounts and must be within the approved budget limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract as approved in the Annual Budget. Emergencies as defined in Section 14.1 are exempt from this Approval Authority. A scoring matrix must be developed at the time of the tender application being submitted.

Dollar Value (excluding refundable taxes)	Procurement Process	Approval Authority	Policy Section
<del>\$100.00</del> or less	Petty Cash	Any designate authorized by a Department Head or the CAO/Administrator/Clerk (as applicable)	19.0
\$2,500.00 or less	Direct Purchasing Process	Any designate authorized by a Department Head or the CAO/Administrator/Clerk (as applicable)	10.0 & 20.0
\$2,500.00 - \$5,000.00	Verbal/Written quote or Proposal Process (2 verbal quotes)	Any designate authorized by a Department Head or the CAO/Administrator/Clerk (as applicable)	10.0 & 21.0
\$5,000.00 - \$25,000.00	Request for quote or Proposal (2 written quotes)	Department Head or the CAO/Administrator/Clerk (as applicable)	10.0 & 21.0
\$25,000.00 - \$75,000.00	Request for quote or Proposal (2 written quotes)	CAO/Administrator/Clerk (as applicable)	10.0 & 21.0
Greater than \$75,000.00	Request for Tender	Council	10.0 & 21.0



Up to 10% of Capital Works Projects Costs Increase or \$250,000.00	Contract Extension – Previously approved by Council	CAO/Administrator/Clerk (as applicable)	17.0
Over 10% or Greater than \$250,000.00 of Capital Works Project Costs Increase, whichever is Greater	Contract Extension – Previously approved by Council	Council	17.0
<b>For Approval of Non-Budgeted Goods &amp; Services</b>			
\$2,500.00 or less	Direct Purchasing Process	Any designate authorized by a Department Head or the CAO/Administrator/Clerk (as applicable)	13.0
\$2,500.00 - \$5,000.00	Verbal/Written quote or Proposal Process (2 verbal quotes)	CAO/Administrator/Clerk (as applicable)	13.0 & 21.0
\$5,001.00 - \$25,000.00	Request for quote or Proposal (2 written quotes)	CAO/Administrator/Clerk (as applicable)	13.0 & 21.0
Greater than \$25,000.00	Request for quote or Proposal (2 written quotes)	Council	13.0 & 21.0
\$25,001.00 - <del>\$75,000.00</del>	Request for quote or Proposal (2 written quotes)	Council	13.0 & 21.0
Greater than <del>\$75,000.00</del>	Request for Tender	Council	13.0 & 21.0

The Corporation of the Municipality of Temagami

Schedule "B" to By-law 23-1711  
Summary Sheet – Purchase of Budgeted Items

Petty Cash \$100.00 or less		Direct Purchasing \$2,500.00 or less		Verbal/Written Quote or Proposal \$2,501.00 - \$5,000.00		Request for Quote or Proposal \$5,001.00 - \$75,000.00		Request for Tender Greater than \$75,000.00	
1	Individual to complete petty cash voucher	1	Purchase order complete with authorization	1	Obtain verbal quotes from 2 suppliers, prepare quotation sheet and recommendation	1	Obtain written quotes from 2 suppliers, prepare quotation sheet and recommendation	1	See Schedule "C"
2	Voucher to be signed by the Department Head or designate	2	Order placed	2	Order placed	2	Order placed		
3	Individual to receive monies from petty cash attendant	3	Purchase order completed with authorization. Send vendor's copy to supplier	3	Purchase order completed with authorization. Send vendor's copy to supplier	3	Purchase order completed with authorization. Send vendor's copy to supplier		
4	A receipt will be returned to the petty cash box along with any unused money	4	Treasury copy to be sent to Treasury	4	Treasury copy to be sent to Treasury	4	Treasury copy to be sent to Treasury		
		5	Goods received, checked and purchase order signed in appropriate space by Department Head or designate	5	Goods received, checked and purchase order signed in appropriate space by Department Head or designate	5	Goods received, checked and purchase order signed in appropriate space by Department Head or designate		
		6	Invoice received by Department Head	6	Invoice received by Department Head	6	Invoice received by Department Head		
		7	Invoice and receivers copy to Treasury	7	Invoice and receivers copy to Treasury and quotation sheet	7	Invoice and receivers copy to Treasury and quotation sheet		
		8	Payment of invoice	8	Payment of invoice	8	Payment of invoice		
		9	Department to retain a copy for files	9	Department to retain a copy and quotation for files	9	Department to retain a copy and quotation for files		

## The Corporation of the Municipality of Temagami

### Schedule "C" to By-law 23-1711 Procuring Goods & Services Over \$75,000.00

#### 1.0 General Provisions

- 1.1 All goods and services required with a value of more than \$75,000 shall be procured through a public tendering process, unless Council grants specific exemption, which may be given by a majority vote plus a resolution.
- 1.2 The purpose of tendering is to ensure the purchase of acceptable quality goods or services at a competitive price and to ensure that all interested parties are given equal opportunity to submit estimates.

#### 2.0 Tender Documents

- 2.1 The designated person shall prepare and distribute all necessary tender documents, including:
  - a) Specifications of the work to be performed or the goods acquired. If alternative goods or services are acceptable such shall be stated in the specifications;
  - b) Any pertinent plans or drawings;
  - c) Agreement to bond if the estimated cost of project warrants. The Manager of the appropriate Department shall consider inclusion of an Agreement to Bond for all projects in excess of \$75,000;
- 2.2 A copy of the Tender Form;
- 2.3 Tenders submitted on other than the Tender Form supplied by the Corporation shall not be accepted. The Tender Form shall provide the bidder sufficient space to complete a minimum of the following information:
  - a) Name, address and phone number of bidder.
  - b) Specifications of goods or work to be performed.
  - c) Date of completion/delivery.
  - d) Price and terms of payment.

- e) Disposition of Taxes.
- f) Warranty terms and conditions.
- g) Signature of the bidder and printed name of bidder representative.
- h) Acknowledgment of receipt of addendums.

### **3.0 Tender Advertisement**

**3.1** All tenders shall either be advertised to the public or offered by invitation. If by invitation, it shall be extended to at least three companies/firms, subject to Sections 15.0 & 16.0. The appropriate Manager shall determine the geographical scope of the advertising and/or the invitation list, and as a minimum, all tenders shall be advertised locally.

**3.2** The closing date for the tender shall be ~~two to~~ three weeks following publication in the local media unless the urgency of the requirement dictates otherwise and approval by resolution of Council has been obtained.

**3.3** Each advertisement for tender shall typically contain the following information:

- a) Location where tender documents may be obtained.
- b) Amount of non-refundable fee for the documents if applicable.
- c) Date and Time of tender closing.
- d) Date and Time of tender opening.
- e) General specifications of the goods or work to be performed.
- f) Name and phone number of contact person.

**3.4** Each tender advertisement shall contain the following statements:

"Tenders, on the prescribed Tender Form and sealed in an envelope clearly marked as such will be received at the Municipal Office – 7 Lakeshore Drive, PO Box 220, Temagami, Ontario, POH 2H0", and "The lowest or any tender will not necessarily be accepted"

## **4.0 Tender Requirements**

### **4.1 General**

- 4.1.1** The Tender Form, supplied by the Municipality must be fully completed and in possession of the Clerk on or before the Tender Closing date and time. Tenders received after the closing time shall not be considered but shall be returned unopened to the bidder.
- 4.1.2** The Tender Form must be signed by a duly authorized official of the bidding organization.
- 4.1.3** The Tender must be legible, written in ink or typewritten and all items on the Tender Form must be included in the bid unless otherwise specified. Erasures, overwriting or strikeouts must be initialized by the official signing on behalf of the organization.
- 4.1.4** Alternative proposals shall not be considered unless requested in the tender documents.
- 4.1.5** Any correspondence by mail or telephone, pertaining to adjustments corrections to a Tender already submitted, shall not be considered. A bidder wishing to adjust a tender must first withdraw the original tender and resubmit the alternative bid on the prescribed Tender Form and in accordance with the provisions contained herein prior to the closing.

### **5.0 Revisions**

- 5.1** All revisions; deletions, substitutions and additions to the tendering material shall be prepared in writing by the designated person and a copy sent to each individual or company that acquired tender documents. If it is deemed necessary to extend the closing date, an advertisement setting out the new closing date shall be inserted in the publications originally used, and a copy of the extension information shall be mailed to each person or company that obtained tender documents. A copy of each addendum shall also be stapled to each set of tender documents not yet distributed. Bidders who have submitted tenders prior to the release of an Addendum shall be given the opportunity to withdraw and resubmit their tenders.