



Doing Business with Innisfil

**A Supplier's Guide for Conducting Business with
Innisfil's Purchasing Services**

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DOING BUSINESS WITH INNISFIL

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1. Overview

This guide has been developed by Innisfil's Purchasing Services to assist suppliers in doing business with Innisfil and is intended to give a brief insight into the Town's Purchasing by-law and procedures. While this guide does not encompass every detail of all regulations, practices, and statutes governing public purchasing, it does provide the basic principles of Innisfil's purchasing practices. The guide should be used in consultation with the **Purchasing By-Law NO. 032.17** and the appropriate Call for Bid document.

Innisfil fully supports the concept of an open, fair and transparent competitive environment while maintaining budgetary control and protecting the best interests of the Town and the taxpayers. Innisfil prides itself in its highly ethical standards in carrying out the purchasing functions necessary for the acquisition of goods, services, construction and professional services required for the successful operation of the Town.

This guide includes details on the types of purchases Innisfil makes as well as the methods used to obtain these goods and services. Information on the competitive bid process including where to find bid opportunities, how to obtain bid documents, bid openings and bid results have been included to assist suppliers in understanding Innisfil's policies and procedures.

Purchasing Services is part of the Finance Department and is located in the Innisfil Town Hall at 2101 Innisfil Beach Road, Innisfil, Ontario.

2. Purchasing By-Law & Best Practices

Innisfil purchases goods and services in accordance with the **Purchasing By-Law NO. 032.17**. The goal and purpose of the Purchasing By-Law is to:

- Ensure that an open, fair and transparent procurement process for acquisition of goods and services is being followed and maintained;
- Promote a competitive bid environment to obtain the best value for the Town;
- Ensure accountability and responsible use of public funds;
- Clearly define the roles and responsibilities of municipal staff;
- Support effective and efficient business planning;
- Ensure compliance with applicable legislation and trade agreements;
- Avoid real and perceived conflicts of interest

Innisfil conducts its procurement activities in reference with the Municipal Act and Regional and National Trade Agreements including the Canadian Free Trade Agreement (CFTA). These agreements were developed to promote and advance best practice principles of procurement in the public sector. The Town's Purchasing By-Law further reinforces these principles by providing a consistent purchasing framework and clear, consistent directions that align with applicable trade requirements.

Innisfil has initiated the following processes to make it easier for suppliers to access information and bid opportunities by:

- Updating the Purchasing By-Law and making it available on the Town's website at: <https://innisfil.ca/purchasing-services/>
- Soliciting competitive bid opportunities on Bids and Tenders: www.innisfil.bidsandtenders.ca
- Providing access to Historical Bids (Archived) and Official Results on Bids and Tenders: <https://innisfil.bidsandtenders.ca>
- Providing a Supplier Brochure and Supplier Guide on Doing Business with Innisfil and is available on the Town's website at: <https://innisfil.ca/purchasing-services/>

- Improving supplier access to the Town’s bid opportunities and information on doing business with Innisfil demonstrates Innisfil’s continued commitment to promoting open, fair and transparent procurement.

3. Types of Purchases

Innisfil purchases a number of goods and services in order to support its internal functioning and to provide essential services to residents.

The following is a list of some of the items that are commonly purchased:

- Building Maintenance and Repairs
- Construction Contracts
- Consulting & Professional Services
- Fleet – Vehicles & Equipment
- Office Supplies
- Roads
- Watermain & Sewer Maintenance (InnServices Utilities Inc.)
- Snow Removal
- Winter Control Products
- Park Equipment/Playgrounds
- Bridges

4. Standard Methods of Procurement

The following chart provides the types of procurement methods available and the associated levels of cost for each.

Type	\$ Threshold
Low Cost Purchase	< \$25,000
Informal Request for Quotation / Request for Proposal	\$25,001 up to \$101,100
Formal RFQ / RFP	\$101,101+
Request for Tender	>\$101,101+

Innisfil uses various methods of procurement that are standard throughout public purchasing. Below is a brief explanation of these methods of procurement.

Low Cost Purchase: Procurement of goods and services with a total purchase price up to \$25,000 are made at the discretion of department staff. Three written or verbal quotes are obtained where practical, followed by a purchase order being processed where required and payment is made through a purchasing card or electronic fund transfer.

Informal Request for Quotation (IRFQ): Procurement of goods and services with defined thresholds are made using an informal competitive bid process administered by Purchasing Services. A minimum of three bids will be solicited using an informal RFQ document based on precisely defined requirements for which a clear or single solution exists.

Request for Quotation (RFQ): Procurement of goods and services with defined thresholds are made using a formal competitive bid process administered by Purchasing Services. The RFQ document outlines precisely defined requirements for which a clear or single solution exists. Formal RFQ's are publicly advertised on Bids and Tenders www.innisfil.bidsandtenders.ca

Request for Tender (RFT): Procurement of goods and services with defined thresholds are made using a formal competitive bid process administered by Purchasing Services. The RFT document outlines precisely defined requirements for which a clear or single solution exists. Tenders are publicly advertised on Bids and Tenders www.innisfil.bidsandtenders.ca

Informal Request for Proposal (IRFP): Procurement of goods and services with defined thresholds are made using an informal competitive bid process administered by Purchasing Services. This competitive bid process is used when seeking unique proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution and where price is only one component making up the award. Bid submissions are scored by an Evaluation Committee based on set criteria laid out in the Proposal document and the highest scoring Proponent will be awarded.

Request for Proposal (RFP): Procurement of goods and services with defined thresholds are made using a formal competitive process administered by Purchasing Services. This competitive bid process is used when seeking unique proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution and where price is only one component making up the award. Bid submissions are scored by an Evaluation Committee based on set criteria laid out in the Proposal document and the highest scoring Proponent will be awarded.

Request for Standing Offer (RFSO): Procurement of goods and services with defined thresholds are made using a formal competitive bid process administered by Purchasing Services. This competitive bid process is used when there is a need to develop a short list of qualified vendors that have the capabilities to meet the Town's requirements, specifications can be clearly defined and/or there is a need for a roster list of vendors for their services that will be provided on an as need or required basis.

Request for Information (RFI): A Request for Information is used for research and to gather information from the market, responses to an RFI may contribute to the final version of a Call for Bid. Responses to a RFI will not pre-qualify Proponents and does not create any contractual obligations.

Request for Expression of Interest (RFEOI): A Request for Expression of Interest is used to determine the interest and availability of the market place to provide a good or service. Responses to a RFEOI will not pre-qualify Proponents and does not create any contractual obligations.

Request for Pre-Qualification (RFPQ): A Request for Pre-qualification is used to gather information on a supplier's capabilities and qualifications, with the intention of creating a list of qualified suppliers who will be invited to respond to future Calls for Bid. Responses to a RFPQ do not create any contractual obligations.

5. Alternative Methods of Procurement

In addition to the competitive bid methods listed in Section 4, the Town may use any of the following alternative methods for procuring goods and services.

Single Source Purchase: Single Sourcing is used to acquire goods or services from a specific supplier because of its specialized or unique characteristics, proprietary information,

trademarks, patents or compatibility. While other sources are available, only one supplier can fulfill the need requirement.

Sole Source Purchase: Sole Sourcing is used to acquire goods or services where there is only one available supplier and there is no other source that is reasonably capable of providing the goods or services.

Extraordinary (Emergency) Purchase: An Extraordinary purchase results from an unforeseen situation of urgency that has been determined to be a threat to public health, might disrupt the maintenance of essential Town services, or might present immediate risk to the welfare of persons, public property or the environment. Where feasible, goods or services will be secured using the most open market procedure at the lowest obtainable price.

Cooperative Purchasing: Innisfil participates in cooperative purchasing with other public agencies in order to obtain the benefits of volume purchasing and the reduction in administrative efforts and costs. One such group is the Georgian Bay Area Public Purchasing Cooperative (GBAPPC).

Unsolicited Proposals: Unsolicited proposals received by the Town will be reviewed and any procurement activity that results will either follow the provisions of the competitive bid process or those of a Single or Sole Source purchase.

6. Competitive Bid Process

All of the necessary instructions on submitting a bid are included in the bid document. It is important to read the bid document carefully and thoroughly before submitting a bid. The following is some additional information about the competitive bid process to assist suppliers.

Advertisement of Bid Opportunities: Innisfil bid opportunities are posted on Bids and Tenders at <https://innisfil.bidsandtenders.ca> Suppliers can receive automatic notifications from Bids and Tenders by subscribing to specific business categories.

Bid Documents and Fees: Bid documents can be downloaded directly from the Bids and Tenders website free of charge (subject to an annual subscription fee).

Bid Inquiries: All inquiries concerning public bid documents are to be submitted in writing through Bids and Tenders. No inquiries will be accepted by telephone.

Bid Results: Tender results are posted on Bids and Tenders <https://innisfil.bidsandtenders.ca> Suppliers are advised to wait until the results are posted as they will not be released over the phone. Upon Official Award, all Bidders will be notified via e-mail through Bids and Tenders. Official Awards can also be found on the Bids and Tenders website.

Contract Award: For Quotations and Tenders, awards will be made to the lowest compliant Bidder. The lowest compliant Bidder is deemed to have met all required specifications, met all terms and conditions of the bid, provides the lowest price and has provided the necessary securities/documents where required. For Proposals, awards will be made to the Proponent with the highest overall ranking score; cost is not the only factor of consideration.

Vendor Debriefing: Any Proponent can request a debriefing session to discuss their proposal. The purpose of the debriefing is to provide the supplier with an explanation of the reasons including strengths and weaknesses as to why they were not awarded the contract. During the debriefing process the submissions of other Proponents shall not be discussed and the scores and prices of others shall not be disclosed.

7. Other Purchasing Information

Purchasing Ethics: Purchasing Services maintains memberships in and subscribes to the Code of Ethics of the Ontario Public Buyers Association (OPBA), the National Institute of Government Purchasing (NIGP) and the Purchasing Management Association of Canada (PMAC). As a result Purchasing staff shall maintain and practice the highest standards of

business ethics, professional competence and courtesy when dealing with any supplier. The employees, elected officials and officers of Innisfil may not accept gifts or gratuities from suppliers other than those of nominal value.

No Local Preference: Innisfil does not practice a local preference in awarding purchases in accordance with the *Discriminatory Business Practices Act*, R.S.O. 1990, c. D-12.

Centralized & De-Centralized Purchasing: Purchasing Services is responsible for the Town's centralized purchasing function and all procurement activities that are designated at or above the established thresholds in the Purchasing By-Law. Delegated authority is given to the Departmental staff to authorize purchases up to the established thresholds in the Purchasing By-Law 032-17, therefore operating in a de-centralized model as well.

Health and Safety: Innisfil is committed to promoting health and safety in the workplace, therefore all work must be performed in compliance with the *Occupational Health and Safety Act*, R.S.O. 1990, as amended.

Workplace Safety and Insurance Board Certificate: Prior to commencing work, any contractor performing work on Town property will be required to submit a current Clearance Certificate as evidence of compliance with all requirements of the *Workplace Safety and Insurance Act*, 1997 and its regulations, as amended.

Insurance Certificate: Prior to commencing work, the contractor must submit a Certificate of Insurance meeting all requirements of the bid document and in a form acceptable to the Town. The standard amount of Commercial General Liability coverage required is \$5,000,000.00 per occurrence. Depending on the project, increased, alternative and/or additional insurance coverage may be required.

Material Safety Data Sheets (MSDS): If applicable, upon contract award suppliers must ensure that MSDS related to the goods are supplied and are current.

Purchase Order & Invoice: When goods and services are purchased by means of a Purchase Order, the PO number must be referenced on all invoices. Invoices are paid based on the Purchase Order following the receipt of goods or services. Changes to the Purchase Order will only be made upon receipt of a signed Contract Change Order. All invoices are to be directed to the attention of Accounts Payable and any payment status enquires are to be sent to ap@innisfil.ca.

8. Purchasing Contacts

Purchasing Services can be contacted during regular business hours, Monday to Friday, 8:30 a.m. to 4:30 p.m. by the following methods:

E-mail – purchasing@innisfil.ca

Phone – Supervisor of Purchasing 705-436-3740 x 2310

Purchasing Agent 705-436-3740 x 2356

Purchasing Agent 705-436-3740 x 2346

Customer Service Department 705-436-3710

Please contact Purchasing Services with any questions regarding this document or any of Innisfil's purchasing policies and procedures.

Visit <https://innisfil.ca/purchasing-services/> to find further information on Purchasing Services.