Methods of Purchasing

Procurement Method	$ Threshold
Low-Cost Purchase (LCP)	< $25,000
Informal Request for Quotation (RFQ) / Request for Proposal (RFP)	$25,001 up to $133,800
Formal RFQ / RFP	$133,801+
Request for Tender (RFT)	>$133,801+ (Goods/ Services) >$334,401+ (Construction)

For complete details on the Purchasing By-Law and a full vendor guide on Doing Business with Innisfil visit: **innisfil.ca/purchasing-services**

Innisfil is a member of the Georgian Bay Area Public Purchasing Co-Operative (GBAPPC), and a number of other Group Purchasing Organizations (GPO).

About Innisfil

Just 10 minutes from desk to dock, Innisfil truly is a community where you can live, work and play. Only 45 minutes north of Toronto, the Town of Innisfil is a growing lake-side community that is highly prized for its rural setting while being located close to major urban centres. Situated on the western shore of Lake Simcoe, Innisfil combines the charm of country living with the convenience and amenities of a vibrant urban centre.

The Town of Innisfil is one of sixteen area municipalities, located within the County of Simcoe. Innisfil is responsible for providing services such as Fire Protection, Roads Services, Water and Wastewater, Parks and Recreation, Building and Planning and Development Control.

Contact Information

705-436-3710 or
1-888-436-3710 (toll free)

purchasing@innisfil.ca

Town Hall, 2101 Innisfil Beach Road, Innisfil, ON L9S 1A1

This information guide is available in accessible formats upon request.

Doing Business with Innisfil

An Information Guide for Businesses

innisfil.ca

Bid Opportunities

Posting Platform:
The Town of Innisfil posts bid opportunities on **innisfil.bidsandtenders.ca/Module/Tenders/en**

Additional Advertising:
Major construction project ads may also appear in the Daily Commercial News.

Tender Alerts

Vendor Registration:
Create an account on the bidding system to receive relevant Tender Alerts automatically.
innisfil.bidsandtenders.ca

Email Notifications:
Vendors receive automatic notifications from **bidsandtenders.ca** for relevant Town bid opportunities.

Further Assistance:
Visit the Bids and Tenders website, call 1-800-594-4798, or email support@bidsandtenders.ca for more information.

Preparing a Bid: Tips

- **Read Carefully:** Thoroughly review the bid document.
- **Follow Instructions:** Comply with all guidelines and conditions.
- **Submit Questions Online:** Use bidsandtenders.ca for inquiries; verbal inquiries are not permitted.
- **Check for Addenda:** Regularly visit bidsandtenders.ca for updates.
- **Complete Information**: Ensure all data is accurately entered/uploaded.
- **Allocate Time:** Prepare your electronic bid well in advance.

Additional Information

Access Further Details:
innisfil.bidsandtenders.ca

- Plan Takers / Bidders List
- Unofficial Results
- Official Award Results

Submitting a Bid: Reminders

Electronic Submissions Only:
All submissions are done through the bidsandtenders.ca.

Complete Required Sections:
Ensure all bid sections are fully completed in the bidding system.

Verify Content:
Review and verify the bid content thoroughly before submission.

Acknowledge Addenda:
If an addendum is issued post-submission, an email notification will be sent. Acknowledge it and amend your bid if needed. All bids must be resubmitted before the deadline.

Receive Submission Confirmation:
A confirmation email will be sent upon successful bid submission.

innisfil.ca/purchasing