

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2004-22

A By-Law to Adopt a Policy for procurement of goods and services for the Township of Prince

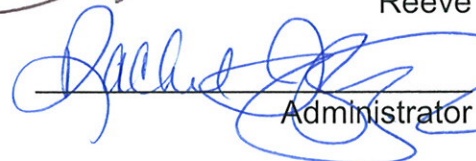
WHEREAS Section 271 of the Municipal Act, S.O. 2001.25, and amendments thereto, provides that Councils shall adopt policies with respect to its procurement of goods and services;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

1. That any previous Township of Prince Procurement Policies are hereby rescinded.
2. That the Reeve and Administrator are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
3. That this By-Law is enacted upon the third and final reading hereof.

PASSED in open Council this 14th day of December 2004.


Reeve


Administrator

THE CORPORATION OF THE TOWNSHIP OF PRINCE

POLICY TITLE:

Procurement Policy

SUBJECT:Procurement of Goods or Services

Policy Section:

Finance and Treasury

Policy No.**Effective Date: 01 January 2005****Enacted By:****By-Law No 2004-22****SECTION A****Preamble**

- 1 The Council of the Township of Prince has ascertained that a procurement policy is required
 - ▶ To encourage competition among bidders
 - ▶ To obtain the highest quality of goods and services for the best possible price;
 - ▶ To ensure that the procurement process is conducted in an efficient and effective manner;
 - ▶ To ensure fairness among bidders;
 - ▶ To ensure openness, accountability and transparency while protecting the financial interests of the municipality.

SECTION B**Policy Statement**

- 1 This policy shall apply to all operations of the municipality, including local boards and committees of Council.
- 2 The Administrator shall be responsible for the execution of this policy.
- 3 Department Heads or those designated by resolution as Department Heads shall be responsible for the purchase of goods or services, which are not maintained in the warehouse or office supplies inventory.
- 4 It shall be the policy of the Corporation to ensure a fair purchasing policy which is administratively easy to manage.

SECTION C

Definitions

- 1 "Best Value" shall not be limited to the lowest price but shall be a combination of price and quality. Such determination shall be left up to the discretion of the Department Head.
- 2 "Capital Project" shall refer to a project that has been budgeted within the annual Capital Budget or if not budgeted, shall refer to projects that would normally appear within the Capital expenditures of the municipality.
- 3 "Administrator" shall refer to the Administrator of the Corporation or deemed alternate.
- 4 "Corporation" shall mean the Corporation of the Township of Prince "Council" shall mean the Council of the Corporation of the Township of Prince
- 5 "Department Head" shall refer to anyone who has responsibility for an annual budget
- 6 "Immediate Family Member" shall mean a spouse, common law spouse, same sex partner, sibling, child or stepchild.
- 7 "Municipality" shall mean the Corporation of the Township of Prince.

SECTION D

Procurement Process

- 1 Refer to Schedule "A" attached hereto and forming part of this by-law for types of procurement.

SECTION E

Regulations

- 1 No other forms of procurement shall be permitted, unless prior approval is obtained by Council resolution.
- 2 Notwithstanding the above, adherence to this purchasing policy is not required with respect to those items listed below:

- ▶ Utilities, including postage, electricity, telephone, etc.
- ▶ Payroll and payments to Government agencies, carriers or unions
- ▶ Board and Committee Levies (i.e. Algoma Health Unit, Algoma District Homes for the Aged, Sault Ste. Marie & District Social Services Administration Board, Municipal Property Assessment Corporation, etc.)
- ▶ Vehicle Licenses
- ▶ Council Honoraria
- ▶ Courier and other shipping charges.
- ▶ Licences, certificates and other approvals required
- ▶ Subscriptions and memberships
- ▶ Petty Cash
- ▶ Training & Education
- ▶ Refundable Employee Expenses
- ▶ Ongoing maintenance for existing computer hardware and software
- ▶ Professional and skilled services, including, but not limited to, accounting and auditing services, insurance services, legal services, banking services, group benefits, realty services regarding the lease, acquisition, demolition, sale of land and appraisal of land and other professional services. (The Administrator shall have the authority to retain the services of professionals for a specific purpose to a maximum of \$500)
- ▶ Policing contracts
- ▶ Reciprocal or shared agreements or agreements for quasi-shared services (i.e. refuse collection)
- ▶ Agreements for services purchased from the City of Sault Ste. Marie (snowploughing boundary roads, planning services, etc.)

- 3 No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this by-law.
- 4 Only those individuals authorized to purchase on behalf of the municipality in accordance with this policy shall be permitted to contact bidders in writing as soon as practicable during the procurement process in instances where clarification about the procurement is necessary. No one involved in the procurement process is permitted to contact bidders during the evaluation process.
- 5 No contract for services shall be awarded where the services would result in the establishment of an employee-employer relationship.
- 6 No one associated with the municipality, including members of Council or any local Board or Committee or its employees, shall accept any gifts

regardless of value, from any suppliers participating in or who have participated in procurement processes with the municipality.

7 If a Department Head considers purchasing a good or service from a Council member, employee or immediate family member of an employee or Council member and the purchase is more than \$501.00, then two written quotations must be obtained and filed for future reference.

8 The municipality shall not consider In-House bids as an acceptable procurement process.

9 Conflict of Interest

9.1 Where an employee involved in the award of any contract, either on his or her own behalf, or while acting for, by, with or through another person, has any pecuniary interest, direct or indirect, in the contract, the employee

Shall immediately disclose the interest and the general nature thereof to Council

Shall not take part in the award of the contract; and

Shall not attempt in any way to influence the award of the contract;

9.2 An employee has an indirect pecuniary interest in any contract in which the municipality is concerned, if the employee or his or her spouse or same-sex partner

Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,

Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or

Is a member of an incorporated association or partnership, that has a pecuniary interest in the matter, or

Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

9.3 Where a member of Council or local Board or Committee, either on his her own behalf or while acting for, by with or through another person, has any pecuniary interest, direct or indirect, in the contract, that member

Shall not take part in the award of the contract; and

Shall not attempt in any way to influence the award of the contract

A member of Council or a local Board or Committee has an indirect pecuniary interest in any contract in which the municipality is concerned, if he or she or his or her spouse or same-sex partner

Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the contract,

Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or

Is a member of an incorporated association or partnership, that has a pecuniary interest in the matter, or

Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.

10 **Petty Cash**

10.1 Petty Cash funds are intended for all purchases under \$25.00 from local suppliers except in circumstances where the use of petty cash funds is not feasible (time restrictions). Petty cash shall be replenished through a request to the Administrator or administrative head of a local Board or Committee, which contains all receipts, account charges and a proper reconciliation of the fund. Petty Cash reconciliation is to be completed on a regular basis and filed with the Administrator or administrative head of a local Board or Committee.

11 **Co-Operative Purchasing**

11.1 The municipality may participate with other government agencies and/or local boards in co-operative purchasing where it is in the best interests of the municipality to do so. The policies of the government agency or

local board calling the co-operative tender are to be the governing policy for that particular tender.

12 **Non-Competitive Purchases**

12.1 Sole Source Purchases: Exemption from this policy is granted in circumstances where there is only one supplier available and no alternative or substitute exists and/or where there is a statutory monopoly on the product or service.

12.2 Single Source Purchases: Exemption from this policy is granted in circumstances where the municipality deems it desirable to award a non-competitive contract for follow-on goods or services after the completion of a competitive contract provided that the possibility of a follow-on contract is identified in the original bid solicitation.

13 **Purchasing Procedures**

13.1 **Purchasing Responsibilities**

The Council has the responsibility for procurement activities, and has ultimate authority for all expenditures. All contracts are subject to Council approval. The Council may delegate, by resolution, staff members who shall have the authority to purchase goods and/or services within the boundaries of this policy. The Administrator or administrative head of a local Board or Committee cannot pay for any items that have not been authorized by the Council through budget approvals or specific resolution. The purchasing policy provides guidelines outlining how spending authority is to be used.

13.2 **Cancellation of Bid Solicitation**

The Council may cancel a bid solicitation at any time up to the contract award.

14 **Access to Information**

The disclosure of information requests made in writing to the Administrator or other person designated by Council, relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall be in accordance with the provisions of the *Municipal Freedom and Protection of Privacy Act, as amended*.

15 **Contract Without Budgetary Approval**

Where a requirement exists to initiate a project for goods, services or construction and funds are not contained within the approved budget, the Department Head requesting the goods/services shall, prior to

commencement of the purchasing process, submit a report to Council containing:

Information surrounding the requirement to contract;

The terms of reference to be provided in the contract;

Information on the availability of the funds within existing estimates that were originally approved by Council for other purposes, or on the requirement of additional funds.

16 Purchase Orders

16.1 Purchase Orders are to be utilized in the course of procuring goods or services by the Fire Department and Roads Department.

16.2 A purchase order will be completed by the Administrator upon request by the Department Head noting the number of the purchase requisition

16.3 A Blanket or Open Purchase Order is to be used with suppliers of a repetitive nature.

16.4 One purchase order is to be issued to each supplier. When items are purchased against the purchase order, the Department Head shall sign for the goods and indicate the appropriate purchase order number.

16.5 Purchase Order - Emergency

16.5.1 This procedure recognizes that there may occur circumstances where the health, safety, life or convenience of the citizens of the municipality may be in jeopardy. Under these conditions, an emergency purchase shall be permitted.

16.5.2 The Department Head or designate may, under these circumstances, circumvent the policy to effect an emergency purchases. A purchase may be made to obtain the required supplies or services regardless of the amount.

16.5.3 The next business day, the responsible Department Head shall prepare the necessary requisition outlining the required information, noting the emergency circumstances. Once fully completed, a purchase order may be obtained which should then be communicated to the supplier for placement on the invoice.

16.5.4 The Department Head shall be responsible to file a complete report on the circumstances with the Administrator as soon as possible.

16.6 No payment requiring a Purchasing Order will be paid without an approved Purchase Order.

17 Re-Allocation of Costs

If through an analysis of accounts, a Department Head identifies that a misallocation of funds has occurred, remedial action may be requested. Under these circumstances, the Department Head must advise the Administrator of the amounts and accounts affected.

SECTION F

Tender and Proposal Procedures

1 Tenders may be called either by public advertisement or invitation to tender.

2 When tenders are to be called for work, equipment and materials, they shall be advertised in the municipal newsletter and/or in the local newspaper, as directed by Council.

3 Advertisements or invitations must include the following information:

- Site meeting (if applicable) – time, date and location
- Contact names for technical and purchasing inquiries
- Document fee (if applicable)
- Location for picking up tender packages
- Location for dropping off tender packages
- Deadline for submission of tender packages
- The privilege clause: “Lowest or any bid may not necessarily be accepted”

3 The closing date shall be a minimum of 10 calendar days after the date of advertising. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) tendered.

4 Depending on the complexity of the item(s) being purchased, Council may obtain professional assistance from qualified individuals to assist with the preparation and competition of the tender specifications.

5 All tender submissions must be addressed to the Administrator and returned in the envelope provided with the tender package. Upon receipt of a tender,

the Administrator, or in the case of a tender by a local Board or Committee, the administrative head, shall:

Date and time recorded on the sealed envelope

Assign a tender number to the tender package and record the submission on the "Tender Log"

Deposit the sealed tender in a tender envelope or box

- 7 The Administrator or administrative head of a local Board or Committee shall refuse to accept any tender submission that is:

Not sealed

Received after the closing deadline. The Administrator or designate is to record on late tender received, the date and time received and make a copy of the sealed envelope to retain on file. Envelope to be returned to the bidder

Submitted after a tender has been cancelled

- 8 Requests for withdrawal of a tender shall be allowed if the request is made by the bidder in writing before the closing time for the contract to which it applies. A senior official of the company must direct requests to the Administrator or administrative head of a local Board or Committee by letter or in person, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify the bidder from submitting another tender on the same contract.
- 9 Tenders close at 3:00 pm on the appointed day, and are opened publicly at 3:10 pm (unless otherwise specified in the tender documents) in the presence of at least 1 council member (or in the case of a tender by a local Board or Committee, 1 board or committee member). The amount of each bid shall be recorded on the "Tender Log", (Appendix I) attached to and forming part of this By-Law.
- 10 The Administrator or administrative head of a local Board or Committee shall review each tender to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity. For List of bid irregularities, (See Schedule B) attached to and forming part of this By-Law)

11 The Administrator (or administrative head of a local Board or Committee) shall submit a report for consideration by Council (or the local Board or Committee) and approval by resolution. Such report shall include:

List of rejected bids and reasons for the rejection

A recommendation in support of one of the bids and

The rationale for this recommendation

12 **Bid Irregularities**

12.1 For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor" irregularities. See Schedule "B" attached to and forming part of this by-law for types of irregularities and their classification.

12.2 Major irregularity is a deviation from the bid request that affects 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. The municipality must reject any bid, which contains a major irregularity.

12.3 Minor irregularity is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not materials to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The municipality may permit the bidder to correct a minor irregularity.

12.4 The Administrator (or administrative head of a local Board or Committee) will be responsible for all action taken in dealing with bid irregularities, and act in accordance with the nature of the irregularity:

12.4.1 Major irregularity – automatic rejection

12.4.2 Minor irregularity – bidder may rectify

12.4.3 Errors in calculations (including errors in taxes) – may be corrected and the unit prices will govern

12.4.4 In the event that the successful bidder withdraws its bid due to the identification of a major irregularity before Council enters into a written contract with that bidder, Council, by resolution, may disqualify such

vendor from participating in further quotations and tenders for a period of up to one year.

13 **Procurement Documentation**

- 13.1 Procurement documentation for bid requests shall avoid use of specific products or brand names.
- 13.2 The use of standards in procurement that have been certified, evaluated, qualified, registered or verified by independent and nationally recognized and industry-supported organizations such as the Standards Council of Canada shall be preferred.
- 13.3 Notwithstanding Clauses 13.1 and 13.2, Council may specify a specific product or brand name for essential functionality purposes to avoid unacceptable risk or for some other valid purpose. In such instances, Council shall manage the procurement in order to achieve a competitive situation if possible.
- 13.4 Awards shall typically be made to the lowest bidder who has complied with the terms and conditions in the Request for Quotation or Request for Tender, all other factors being equal. In addition to price, consideration of factors as set out below may result in the acceptance of a bid other than the lowest bid.

Ability and experience to perform in accordance with the Terms of the invitation

Record of past performance with Council

Past performance with other municipalities or boards

Financial and technical resources

Knowledge of the municipality's operations, systems and services

Compatibility with other goods and services of the municipality

The percentage of local content, including supplies, materials and sub-contractors from within the municipal boundaries

Any other factors, including a scoring system which may be used by Council in evaluating bids received

All bid requests shall include the privilege clause "The lowest or any bid may not necessarily be accepted". When using such privilege clause the specific reasons for not accepting the bids shall be disclosed to all bidders

14 Guarantee of Contract Execution and Performance

14.1 Council may require that a bid bond or other similar security to guarantee entry into a contract shall be submitted with all bids. Unless otherwise specified, in circumstances where a bid bond or other security is required, the refundable deposit requirements for Request for Tenders shall be a minimum of 10%.

14.2 Prior to commencement of the work, the successful bidder may be required to provide the following security in addition to the security provided for in Clause 14.1

A performance bond, percentage to be pre-determined in original tender documents, to guarantee the performance of a contract, and

A payment bond, percentage to be pre-determined in original tender documents, to guarantee the payment for labour and materials supplied in connection with a contract

14.3 Council shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money-order and, where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable by Council.

14.4 Prior to the commencement of work, evidence of Health & Safety Policy, Safety Orientation acceptable to the municipality, Liability and Workplace Safety Insurance coverage satisfactory to the municipality must be obtained, ensuring indemnification of the municipality from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the contract and from any risk determined by the municipality as requiring coverage.

14.5 Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety Insurance Board shall be obtained ensuring all

premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

15 Evaluation of Bids Received and Award

15.1 The Administrator and Department Head (or the administrative head of a local Board or Committee) requesting the goods/services, shall review all bids against the established criteria and reach consensus on the final rating results and the Administrator shall ensure that the final rating results are kept with the procurement file.

15.2 The Administrator shall submit a summary of the procurement and provide a recommendation to Council respecting award of contract to the bidder whose bid meets all mandatory requirements as specified in the bid solicitation and provides best value to the municipality based on the evaluation criteria specified in the bid solicitation.

15.3 In the event that more than one bidder has submitted a tender in the same amount, Council shall make its decision based on the merit of the bid (i.e. including such factors as time for completion and previous performance of the bidder). If the merit for each bid is equal, then the bid to be accepted shall be decided by means of a draw. The names of the tied bidders shall be placed in a container and the bid to be awarded shall be drawn by a member of Council. The Administrator shall set the time and location of the draw and notify all bidders in order that may be present.

16 Bids in Excess of Project Estimates

16.1 Where bids are received in response to a bid solicitation but exceed the project estimates, the Administrator, with the authority of Council, may enter into negotiations with the Lowest Responsive Bidder to attempt to achieve an acceptable bid within the project estimate.

16.2 Council may cancel a competition or call a new competition when an original bid cannot be negotiated that falls within budget limits.

17 Contractual Agreements

17.1 The award of a contract may be made by way of an agreement or as a purchase order.

- 17.2 A formal agreement may be used when the contract is complex and will contain terms and conditions other than Council's standard terms and conditions.
- 17.3 Council shall approve any all changes in a contract that affect price or terms of the original contract.
- 17.4 All contracts shall specify conditions under which the contract may be terminated by either Council or the bidder.

SECTION G **Supplier Performance**

- 1 All staff participating in a procurement process shall document evidence where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations. The Administrator shall maintain such documentation on file for the respective vendors.
- 2 The Department Head requesting the goods/services shall complete a performance evaluation to rate the performance of the contractor, supplier or consultant on criteria determined by Council. Such criteria shall be appropriate in determining if the municipality has obtained a satisfactory level of performance by the successful bidder. The performance evaluation and criteria adopted from time to time shall be provided to the successful bidder in advance of the contract, and shall remain constant for the duration of the contract. The same evaluation criteria shall apply to all procurement activities.
- 3 The Department Head shall provide the bidder with the written results of the performance evaluation and the bidder shall have 20 days following delivery of the evaluation to request an appeal.
- 4 Council shall hear from both parties at a time and place appointed in writing by the Administrator. The decision of Council shall be in writing, a copy of which shall be provided to the contractor, supplier or consultant, and the decision of a majority of Council present and voting shall be final.

SECTION H Contract Options

1 Exercise of Contract Renewal Options

- 1.1 Where a contract contains an option for renewal, Council may exercise such option provided that:

The supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract, and

Council agrees that the exercise of the option is in the best interest of the municipality, and

Funds are available in appropriate accounts within the municipality's approved estimates including authorized revisions to meet the proposed expenditure.

- 1.2 The authorization from Council shall include a written explanation as to why the renewal is in the best interest of the municipality and include comment on the market situation and trend.

2 Execution and Custody of Documents

- 2.1 The Head of Council and Administrator are authorized to execute formal agreements in the name of the municipality that have been approved by by-law.

- 2.2 The Department Head requesting the goods/services shall have the authority to execute purchase orders issued in accordance with this by-law.

- 2.3 The Administrator (or, in the case of a local Board or Committee, the administrative head of the Board or Committee) shall be responsible for the safeguarding of original purchasing and contract documentation for the contracting of all goods, services or construction awards.

SECTION I Review and Evaluation

- 1 The municipality shall review this policy every three years commencing from the date of adoption. Such review shall include the evaluation of the effectiveness and efficiency of all policies.

SCHEDULE "A" TO BY-LAW NO. 2004-22

Amount of Purchase	Procurement Process to be Used	Key Goals	Conditions/Explanation
\$0 to \$500.00	Direct Acquisition, including Petty Cash purchases	To obtain competitive pricing in an expeditious and cost effective manner through phone, fax, email or other similar communication method, vendor advertisements or vendor catalogues	Dept Head is permitted to purchase goods and/or services without receiving Council approval provided that the goods and/or services have been included in the annual budget estimates approved by Council.
\$501.00 to \$5,000.00	Informal Quotations	To obtain competitive pricing for a one time procurement in an expeditious and cost effective manner through phone, fax, email or other similar communication method, vendor advertisements or vendor catalogues	<p>Dept Head is permitted to purchase goods and/or services provided that:</p> <ul style="list-style-type: none"> ▶ The goods and/or services have been included in the annual budget estimates approved by Council. ▶ Dept Head obtains a minimum of 3 verbal quotations, where possible and practicable ▶ Written documentation is maintained for each quotation ▶ Where only one supplier is available, the Administrator will file that supplier's quote plus details of refusals. The Administrator as well as the Department Head shall sign the subsequent purchase orders.

Amount of Purchase	Procurement Process to be Used	Key Goals	Conditions/Explanation
\$5,001 to \$10,000	Quotations (Request for Quotations-RFQ)	To implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which a clear or single solution exists. Bid solicitation is done on an invitational basis, but may be supplemented with public advertisement of the procurement opportunity.	<ul style="list-style-type: none"> ▶ Dept Head obtains a minimum of 3 quotations, where possible and practicable. ▶ Copies of quotations are provided to Council with a recommendation ▶ Council shall make the final decision, by resolution, based on the quotations provided. ▶ Expenditures must be made so as to obtain the best value for the Corporation ▶ Where only one supplier is available, the Administrator will file that supplier's quote plus details of refusals. The Administrator as well as the Department Head shall sign the subsequent purchase orders.
\$10,001 and up	Tendering (Request for Tenders –RFT)	To implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which a clear or single solution exists.	<ul style="list-style-type: none"> ▶ The tender process outlined in Section "F" of this policy shall be followed

Amount of Purchase	Procurement Process to be Used	Key Goals	Conditions/Explanation
	Proposal-RFP)	<p>objective, fair, open, transparent, accountable and efficient process for obtaining unique proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution.</p> <p>To select the proposal that earns the highest score and meets the requirements specified in the competition, based in qualitative, technical and pricing considerations.</p>	<p>designed to meet a broad outcome to a complex problem or need for which there is no clear or single solution</p>

SCHEDULE B
BID IRREGULARITIES

Description of Irregularity	Major	Minor	Action to be Taken
Late bid (by any amount of time)	X		Automatic rejection
Bids completed in pencil	X		Automatic rejection
Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		Automatic rejection
Execution of Agreement to bond: 1. Bond company corporate seal or equivalent proof of authority to bind company or signature is missing 2. Surety company not licensed to do business in Ontario	X		Automatic rejection
Execution of Bid Bonds 1. Corporate seal or equivalent proof of authority to bind company or signature of BIDDER or both missing 2. Corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY is missing	X		Automatic rejection
Other Bid Security: Cheque which has not been certified	X		Automatic rejection
Bidders not attending mandatory site meeting	X		Automatic rejection
Unsealed tender envelopes	X		Automatic rejection
Proper response envelope or label not used		X	Acceptable if officially received on time
Pricing or signature pages missing	X		Automatic rejection
Insufficient financial security (i.e. no deposit or bid bond or insufficient deposit)	X		Automatic rejection
Bids received on documents other than those provided in request	X		Not acceptable unless specified otherwise in request.
Execution of bid document - proof of authority to bind corporation is missing	X		Automatic rejection

Description of Irregularity	Major	Minor	Action to be Taken
Part bids (all items not bid)	X or	X	Acceptable unless complete bid has been specified in the request.
Bids containing minor clerical errors		X	2 working days to correct errors and initial changes. Council reserves the right to waive initialing and accept the bid.
Changes not initialed in the bid that are minor (i.e. the bidder's address is amended by overwriting but not initialed)		X	2 working days to correct errors and initial changes. Council reserves the right to waive initialing and accept the bid.
Alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in request.
Unit prices in the schedule of prices have been changed but not initialed.		X	2 working days to correct errors and initial changes. Council reserves the right to waive initialing and accept the bid.
Other mathematical errors which are not consistent with the unit prices		X	2 working days to correct errors and initial changes. Unit prices will govern.
Pages requiring completion of information by vendor are missing	X		Automatic rejection
Bid documents which suggest that the bidder has made a major error			Consultation with a solicitor on a case-by-case basis and referenced within the staff report if applicable.

Note: The above list of irregularities should not be considered all-inclusive. The Administrator, in consultation with Council, will review minor irregularities not listed. The Administrator may then accept the bid, or request that the bidder rectify the deviation.

**CORPORATION OF THE TOWNSHIP OF PRINCE
TENDER LOG**

Project Name:	
Tender Deadline:	

Name of Bidder	Envelope #	Date Submitted	Time Submitted	Tender Amount

****To be completed only after tenders are opened in accordance with the Tender Document.**