

<b>Subject: Procurement Policy</b>	<b>Effective Date: December 9, 2025</b>
Appendix A to By-law 2025-076	<b>Review Date: June 9, 2026</b>
<b>Page: 1 of 19</b>	

## 1. Objectives:

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.

To clearly define the roles and responsibilities of those involved in the procurement process and to assist and provide direction to staff, suppliers and Council relating to the procurement process.

To provide for a procurement process that supports efficient and effective Township operations.

To provide for an open and accountable procurement program, with transparency as a cornerstone of the decision-making process.

To encourage competition in bidding and provide for a purchasing environment that is fair and impartial.

To 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.

To encourage environmentally responsible and sustainable procurement while maintaining fiscal prudence.

## 2. Definitions:

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 or services issued by the Township.

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

“**Committee**” shall mean the Evaluation Committee as established by the CAO from time to time and used to evaluate bids.

“**Council**” shall mean the Council of the Corporation of the Township of Selwyn.

**“Department Manager”** shall mean the Manager of a department as shown on the Township’s Organizational Chart, 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, damage to property or minimize a negative impact on municipal operations and/or the public.

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

**“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”** means all services, including professional services and construction services, unless otherwise specified.

**“Single Source”** means more than one source is available, but the circumstances justify the selection of a supplier without a competitive bidding process.

**“Sole Source”** means there is only one available supplier of the required goods or services.

**“Solicitation Document”** means the document used to solicit Bids from Bidders for any formal quotation or public competition, including and Request for Proposal Request for Quotation, Request for Tender, Request for Information or Request for Expression of Interest.

**“Supplier”** means any individual or organization that is providing or may provide goods or services to the Township, including but not limited to contractors, consultants, vendors, and service providers.

**“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.

**“Township”** means the Corporation of the Township of Selwyn.

**“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 Township of Selwyn.

### **3. Application:**

This Policy shall apply to the procurement of all goods and services made by or on behalf of the Township except as expressly excluded under Schedule "A" of this policy.

### **4. Authorization:**

#### **a) Authority for Expenditures**

Council has the ultimate authority for all expenditures. Council delegates the authority to Staff for the procurement of goods and services through the authorization of annual budgets, this Policy, specific Council resolutions and/or relevant Delegation of Authority By-laws.

To ensure proper expenditure management and budget accountability, each Department Manager is responsible for ensuring that all procurements remain within the Department's approved operating budget or approved capital project budget.

Reallocation of funds between Operating Budgets and Capital Budgets is not permitted unless authorized by specific Council resolutions.

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 Manager of Financial Services Services/Treasurer is authorized to pay the accounts, of such ordinary business transactions.

Prior to the adoption of the annual estimates, specific Council authorization is required for the hiring of additional employees, expenditures for special projects, capital purchases, consultant fees, land purchases and/or new services.

#### **b) Authority to Award Contracts**

Schedule “B” of this Policy outlines the approval authority for awarding contracts for the procurement of goods and services on behalf of the Township. No award may be communicated to a supplier until approved by the appropriate authority.

Despite any other provisions of this Policy, Council approval is required for:

- the award of any contract with a contract value greater than \$50,000 where the award is greater than the amount included in the current year's budget and/or where the recommendation is to award to other than the lowest compliant bidder;
- the procurement of goods or services that are not already approved in the current year's budget, such as items requiring pre-budget approval or post-budget amendments;
- the award of any contract where the recommendation to award to the supplier is not in accordance with the requirements of this Policy and applicable procedures, e.g. cost greater than approved budget.

### **c) Authority to Execute Contracts**

All contracts, approved under this Policy, shall be executed in accordance with the provisions of Schedule "B".

The form of contract to be used will be a Township standard template determined by the Department Head, in consultation with the Manager of Financial Services, in accordance with applicable procedures.

The contract must not be executed until the award of the contract is approved and all required documentation identified in the bid solicitation document has been received in satisfactory form.

### **d) Authority to Renew or Extend Contract**

Where a contract contains an option for renewal or extension, the Department Manager may authorize such option in writing, with a copy to the Manager of Financial Services -Treasurer, provided that:

- the supplier's performance is satisfactory and meets the requirements of the contract;
- exercising the renewal option is in the best interests of the Township; and
- sufficient funds are available in an approved budget.

**e) Authority to Approve Change Orders**

If an unforeseen change in the scope of work requires the procurement of additional deliverables under an existing contract, the Department Manager is authorized to approve a change order in accordance with this Policy and the Township’s change order procedure, provided that sufficient funds are available in an approved budget.

**f) Authority to Make Payments**

The Department Manager shall have the authority to approve payments for goods and services received such that there was a procurement according to this Policy or Schedule “B”.

**g) Local/Provincial/Canadian Content**

All procurements will conform to the current legislation as it relates to local, Provincial or Canadian content.

**5. Methods of Procurement**

Any person acquiring Good/Services on behalf of the Township, shall do so in accordance with this Policy and the following purchasing procedures.

No contract or purchase shall be divided to avoid the requirements of this Policy.

<b>Contract Value</b>	<b>Procurement Method</b>	<b>Format/Process</b>
Below \$15,000	Direct Purchase	1 or more informal quotation(s) by phone, e-mail, from website or catalogue
\$15,001 to \$50,000	Formal Quotations	RFQ, RFP or RFT issued to 3 or more suppliers
\$50,001 and above	Public Competition	RFP or RFT publicly advertised on the Township’s designated bidding platform and/or website

**a) Direct Purchases and Informal Quotes**

If the purchase value is below \$15,000, Department Heads may delegate authority to Department employees to purchase the goods and services from such suppliers and upon such terms and conditions as the Department Manager deems appropriate. Only one quote is required, but Department Heads are encouraged to obtain and compare multiple quotes to demonstrate best value when practicable.

If the contract value is between \$15,001 and \$50,000, Department Heads are required to obtain a minimum of three formal written quotations.

### **b) Public Competition**

A Public Competition will be used when the value of the goods and services is \$50,001 or above.

A Request for Proposal (RFP) should be used when;

- the solution to the Township's requirements cannot be clearly defined and innovative solutions are needed; and
- best value for the Township can be achieved by evaluating qualitative criteria in addition to cost.

A Request for Tender (RFT) should be used when:

- the Township can clearly define its requirements; and
- best value for the Township can be achieved based on selection of the lowest compliant bid.

A Public Competition may also be conducted in two stages by first issuing a publicly advertised Request for Pre-Qualification (RFPQ) to pre-qualify the suppliers that will be eligible to respond to the RFT or RFP based upon the necessary experience, qualifications and resources. Selection of prequalified suppliers will be based on fully disclosed evaluation criteria, which may include experience carrying out similar work, verification of applicable licenses and certificates, financial capability, and other factors. The selection of qualified suppliers to proceed to a procurement method by way of a pre-qualification shall not create any contractual obligation between the Township and a pre-qualified supplier.

The Department Manager is responsible for developing detailed specifications and scope of work for inclusion in the bid solicitation document. and for finalizing the bid solicitation document and conducting the Public Competition in accordance with applicable procedures. Subject to approved budget, the specifications/scope of work may be prepared using specialized consulting service (e.g. engineer, architect, etc.) as required.

In the preparation of a RFP the Department Manager shall ensure that, at a minimum, the bid document includes the following sections:

- i) general Township background & project summary
- ii) instruction to bidders

- iii) specifications of the goods and services
- iv) terms and conditions
- v) prescribed format for the evaluation criteria
- vi) prescribed format for the scoring matrix
- vii) prescribed format for the schedule of items and prices
- viii) a signed declaration that binds the bidder to the terms of the bid document.
- ix) references

Bids must be received, reviewed, and evaluated in accordance with the bid solicitation document and applicable procedures.

Any contract(s) resulting from a Public Competition must be awarded to the successful bidder(s) based on the outcome of the evaluation and selection process described in the bid solicitation document.

## **6. Other Processes**

### **a) Market Research Tools**

A Request for Information may be issued in advance of a procurement to provide staff with an understanding of potential solutions/needs and assist in the development of requirements, specifications, scope of work and/or terms and conditions.

A Request for Expression of Interest may be issued to obtain information on the availability and interest of suppliers of any goods or services.

Requests for Information and Requests for Expression of Interest are used to conduct market research, without the intention of evaluating the responses or awarding a contract. These processes may not be used to pre-qualify a potential supplier and must not influence their chances of being a successful bidder on any subsequent purchasing opportunity.

The issuance of a Request for Information or Request for Expression of Interest does not obligate the Township to proceed with a competitive bidding process.

### **b) Qualified Supplier Lists**

A Qualified Supplier List may be established through a publicly advertised pre-qualification process, which prequalifies suppliers to be placed on a list of suppliers that will be eligible to supply particular goods and services to the Township.

Qualified Supplier Lists will be for specified types or categories of goods and services and will be valid for a specified period of no longer than three years.

### **c) Cooperative Purchasing**

The Township supports cooperative initiatives that the Manager of Financial Services deems beneficial to the Township. The Township may participate with other units of government and organizations (e.g. the County of Peterborough, Kawartha Buyers Group, Canoe, Kinetic)) in their initiatives for cooperative purchasing and bulk buying of goods.

Cooperative purchasing processes may be conducted in accordance with the policies and procedures of the entities or public authorities managing the process. Approval authority shall be in compliance with this Policy.

Notice of Participation in cooperative purchases will be posted on the Township's designated tendering website.

### **d) Sole and Single Sourcing**

Sole Sourcing is a method of procurement whereby a contract is awarded without a competitive bidding process because the supplier is the only source of supply for the required goods or services. Sole Sourcing will be permitted if one or more of the following circumstances apply:

- One supplier/contractor possessing the unique ability or capability to meet the requirements of the Township due to a patent, sales/distributor agreement or copyright.
- The supply relates to necessary unique replacement parts from an exclusive source of supply.
- The supply relates to the purchase of parts that must be compatible with goods previously supplied, and there are no reasonable alternatives to the products.
- To maintain warranty or service agreement compliance for purchased products.
- When the required item is covered by an exclusive right such as a patent, copyright, or exclusive license.

Single Sourcing is a method of procurement whereby there is more than one supplier able to supply the goods or service, but a contract is awarded without a competitive bidding process due to specific circumstances. Single Sourcing will be permitted if one or more of the following circumstances apply:

- Disclosure of information in an open contract competition would breach some duty of confidentiality or compromise security.
- The compatibility of the goods and/or services with existing equipment, product standards, facilities or service is a paramount consideration.
- There is an absence of competition for technical reasons and the goods and/or services can only be supplied by a particular supplier.
- An unforeseeable situation of urgency exists and the goods and/or services cannot be obtained in time by means of competitive bidding process.
- The Township conducted a competitive bidding process for the goods and services and received no bids.

Any single source or sole source procurement with a contract value over \$15,001 must be approved in accordance with Schedule "B" before the Department Manager may proceed with the procurement.

#### **e) Procurement in Emergencies**

Failure to plan and allow sufficient time for a competitive bidding process does not constitute an unforeseeable or emergency situation.

Emergency includes:

- an imminent or actual danger to the life, health, or safety of the public; health or safety of an official or an employee while acting on the Township's behalf;
- an unexpected occurrence interruption of essential public service;
- an imminent or actual danger of damage to or destruction of real or personal property belonging to the Township or public if the damage or destruction is a result of a Township function or responsibility;
- an imminent or actual danger of damage to or destruction of real or personal property belonging to the Township or public if the damage or destruction is a result of a severe weather event;
- defined by the Emergency Management and Civil Protection Act as amended or The Township of Selwyn Emergency Response Plan;
- a spill of a pollutant as contemplated by the Environmental Protection Act as amended; and

- when an urgent procurement is necessary for fulfilling a statutory order issued by a federal, provincial, or regulatory authority and timing of the order does not allow for competitive bidding (i.e., compliance order).

When goods or services are required in the event of an emergency, the Department Manager may procure the goods and services in an expedited manner and shall submit a report to Council outlining the procurement and the conditions that constituted an emergency, together with a source of funding, as part of the next quarterly financial report.

## **7. Additional Considerations**

### **a) Accessibility for Ontarians with Disabilities Act (AODA)**

Public sector organizations in Ontario, including the Township, must comply with the regulations under AODA. The Accessibility Standard for Customer Service also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.

Department Heads must ensure that contracts require the supplier to meet all requirements under the AODA and associated regulations.

### **b) Sustainable Procurement**

The Township is committed to purchasing environmentally friendly deliverables with due regard to the protection of the environment and public health, conservation of natural resources, reduction of toxicity and the minimization of waste. All Departments are encouraged to seek additional ways of achieving the goal of being environmentally friendly and responsible by thorough review of each procurement process to ensure that where possible and economically feasible, specifications/terms of reference, scope provide for:

- Expanded use of deliverables that contain post-consumer recyclable content;
- Consideration of products, certified by an independently accredited organization, that prevent the over consumption of energy and other resources and reduce the production of waste, and release of substances harmful to the environment and or public health;
- Consideration of energy efficiency (e.g. Energy STAR certified products) and water conservation where applicable; and
- Consideration of best practices for new buildings and renovations, e.g. best practices in building efficiency, climate change and water conservation.

- Consider alternatives to buying new goods, including reuse, sharing among other departments, and leasing rather than buying
- Consider the following when purchasing a new good/service:
  - Low or zero greenhouse gas emitting goods, wherever possible (e.g. electric powered technologies, low impact materials and/or material substitutions)
  - Energy efficiency, water conservation and alternatives for hazardous chemicals
  - Durable, and easy to repair and to maintain goods to extend the time they are in use and to avoid disposal for as long as possible
  - Goods that limit waste going to landfill either from packaging or end of life
  - Purchasing from companies with sustainable business practices

### **c) Lobbying Prohibited**

The Township will be entitled to reject a bid submission if any representative of a bidder, including any other parties that may be involved in a joint venture, consortium, subcontractor, or supplier relationship, makes any representation or solicitation to any elected official, employee, or agent of the Township during the competitive bidding process. This requirement does not extend to any public deputations that may be made to Council in accordance with the Procedural By-law.

## **8. Risk Management**

### **a) Bid Deposits**

The Manager of Financial Services, in consultation with the Department Manager, will determine whether a bid deposit will be required as part of the bid submission requirements. If required, the bid solicitation document will specify the required amount and acceptable forms of bid deposit.

### **b) Financial Guarantees and Contract Performance Security**

Department Managers, in consultation with the Manager of Financial Services, must ensure that contracts include appropriate financial means to guarantee performance of the contract. Means may include one or more of but are not limited to: Financial bonds or other forms of security deposits; provisions for liquidated damages; progress payments; and holdbacks.

The Financial guarantees must:

- not be excessive, but be sufficient to cover financial risks to the Township;

- ensure the penalties are proportional to the deficiencies; and
- comply with provincial statutes and regulations.

### **c) Insurance**

Contracts must require the supplier to maintain insurance coverage sufficient to protect the Township.

The appropriate insurance coverage will be determined by the Department Manager in consultation with our Emergency Management & Risk Coordinator.

The Department Manager is responsible for obtaining proof of insurance coverage from the supplier prior to execution of the contract.

### **d) Workplace Safety Insurance Board (WSIB)**

Where a supplier will be providing services on the Township's property, the Department Manger is responsible for obtaining a clearance certificate from the supplier prior to any work commencing on the contract.

### **e) Contract Management**

It is the responsibility of the applicable Department Manager to manage the Contract. Contract management shall include monitoring, documentation, invoice approvals and communication.

### **f) Supplier Performance**

The performance of a supplier under contract must be monitored and documented throughout the completion of the contract. Poor performance by suppliers may be considered in future bidding processes and/or evaluations.

### **g) Cancellation or Termination of Contract**

The Township's rights to cancel or terminate a contract will be in accordance with the terms and conditions of the contract. Contracts may only be cancelled or terminated prior to their expiration date in consultation with the Manager of Financial Services and/or CAO.

## **9. Administration**

### **a) General Procedures**

All tenders and RFPs shall be received at the Township of Selwyn Municipal Office, 1310 Centre Line, Selwyn, Ontario for recording of date and time received and safekeeping pending the opening of same.

All tenders and RFPs shall close at 11:59:59 am on the day specified in the advertisement.

Within three (3) hours of the closing all tenders and RFPs shall be opened publicly and the names of those submitting shall be disclosed at the time of opening.

Tenders and RFPs shall be opened in the presence of the Department Manager and at least one other Department Manager and/or the CAO and any other person deemed necessary.

No contract or purchase shall be divided to avoid the requirements of this policy.

#### **b) Conduct and Conflict of Interest**

The Township must ensure that its procurement practices are free from any conflict of interest. In accordance with the Township's Code of Ethics (Organizational Policy) any potential conflict of interest must be reported to the Township in writing and the individual will be removed from the decision-making process relative to the interest that has been disclosed.

Solicitation documents will include a declaration that no member of Council, Officer or employee of the Corporation has or will have any financial interest with respect to the project outlined therein. No employee or immediate family member (including spouse, children or any family member residing under the same roof) may submit a bid in response to any solicitation document issued by the Township.

### **10. Records and Reporting**

#### **a) Custody and Retention of Documents**

Original executed contract document shall be provided to and retained by the Clerk's Office.

All original purchasing and contract documentation shall be retained in accordance with the Records Retention By-law.

#### **b) Access to Information**

The disclosure of information received from suppliers in connection with a competitive bidding process or contract shall be made only by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended, or as may otherwise be required by law.

Public reporting will not include summaries of bids, as this information will remain confidential. Any public disclosure of information shall be made by the Clerk in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

## **11. Policy Amendments and Review**

All changes to this Policy require the approval of Council except for changes of an administrative nature, such as the change in title of a position. Such changes or additions shall be approved by Resolution of Council and be coordinated with, and form part of this Policy.

## **12. Schedules**

The following Schedules form part of this Policy:

Schedule "A" – Exclusions

Schedule "B" – Award Authority

Schedule "C" – Bid Irregularities

# **Schedule “A” - Exclusions**

## **1. Real Property**

This Policy does not apply to contracts or expenditures for the sale, purchase, lease, or license of real property, including land or existing buildings.

## **2. Employment Contracts and Employee Expenses**

This Policy does not apply to employment contracts, employee benefits, payroll deduction remittances, and employee related expenses, such as: reimbursable travel expenses, meal allowances, memberships in professional organizations, staff and/or Council attendance at seminars, workshops, courses, training, trade shows or conferences.

## **3. Excluded Procurements**

This Policy does not apply to the procurement or acquisition of:

- a) Goods or services from another government entity or public body, including police services
- b) Goods for the purpose of commercial sale or re-sale by the Township
- c) Health or social services
- d) Legal services
- e) Services of expert witnesses or factual witnesses used in court or legal proceedings
- f) Banking services
- g) Engineering services
- h) Audit services
- i) IT software/hardware
- j) Internet/cell services
- k) Fiscal agency or depository services
- l) Realty services regarding lease, acquisition, demolition, sale, disposal, or appraisal of real property
- m) Bailiff or collection agency services
- n) Advertising services required in radio, television, newspaper, or magazines
- o) Works of art and performance artists
- p) Magazines, books, and periodicals

## **4. Other Transactions and Expenditures**

This Policy does not apply to contracts, transactions, or expenditures for:

- a) Reimbursable Councillor expenses
- b) Insurance premiums
- c) Payments of debts
- d) Any form of financial assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives
- e) Insurance claims, damage claims, legal settlements, and grievance settlements
- f) Debenture payments
- g) Tax remittances
- h) Refunds to property owners (property tax, building permit, entrance permit, etc.)
- i) Utilities, fuel, internet/cell services
- j) Licenses (e.g. vehicles, elevators, radios, computer software)
- k) Other regulating authorities operating within and across the municipal right of ways

Schedule "B" – Award Authority

<b>Contract Value</b>	<b>Procurement Method and Process</b>	<b>Award Authority*</b>
Below \$15,000	Direct Purchase: 1 or more informal quote(s) by phone, or email or from website or catalogue	Department Manager, may be delegated to staff
\$15,001 - \$50,000	Formal Quotations 3 or more informal quotes obtained in writing	Department Manager
\$50,001 and over	Public Competition: RFT or RFP publicly advertised on the Township's designated bidding platform and/or website	Department Manager unless cost is greater than amount budgeted and/or an award is not being recommended to lowest price compliant bidder.  The Department Manager shall report to the first meeting each month to Council on the contracts awarded in the previous month.
\$15,001 - \$50,000	Single Source or Sole Source:  Direct negotiation of contract with single or sole source supplier	Department Manager in consultation with Manager of Financial Services and/or CAO
\$50,001 and above	Single Source or Sole Source:  Direct negotiation of contract with single or sole source supplier	Council
Any value	Emergency Purchase:  Process at the discretion of the Department Manager & CAO	Department Manager in consultation with Manager of Financial Services and/or CAO  Department Manager must report to Council with next quarterly financial report

# **Schedule “C” - Bid Irregularity**

## **1. Bid Irregularity**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "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 Manager of Financial Services and/or CAO must reject any bid, which contains a major irregularity. The bidder will be notified of the rejection due to the major irregularity.

A "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 material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Manager of Financial Services and/or CAO may permit the bidder to correct a minor irregularity.

## **2. Mathematical Errors - Rectified by Staff**

The Manager of Financial Services and/or CAO will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. If, based on the corrected total the required bid deposit is insufficient, the bidder shall be notified and will be given 24 hours to rectify the issue or the bid will be automatically rejected.

## **3. Action Taken**

The Manager of Financial Services and/or CAO or designate will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws the bid due to the identification of a major irregularity, the Township may disqualify such vendor from participating in Township quotations/tenders/requests for proposals for a period of up to one year.

Bid Irregularities - Summary				
Item	Description	Major	Minor	Action
1.	Late bids (by any amount of time)	X		automatic rejection
2.	Bids completed in pencil	X		automatic rejection
3.	Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4.	Execution of Agreement to Bond: Bond company corporate seal or equivalent proof of authority to bind company or signature missing surety company not licensed to do business in Ontario	X		automatic rejection
5.	Execution of Bid Bonds: corporate seal or equivalent proof of authority to bind company or signature of the Bidder or both missing corporate seal or equivalent proof of authority to bind company or signature of Bonding Company missing	X		automatic rejection
6.	Other Bid Security: Cheque which has not been certified	X		automatic rejection
7.	Bidders not attending mandatory site meeting	X		automatic rejection
8.	Pricing or signature pages missing or not properly signed and executed	X		automatic rejection
9.	Insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X		where security is required and amount of security is specified in request, automatic rejection
10.	Insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)		X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is trivial or insignificant
11.	Bid received on documents other than those provided in request	X		automatic rejection
12.	Execution of Bid Document proof of authority to bind/declaration is missing	X		automatic rejection
13.	Bids containing minor clerical errors		X	1 working day to

				correct initial errors. Municipality reserves the right to waive initialing and accept bid
14.	Un-initialed changes to the request documents which are minor (i.e., the bidder's address is amended by overwriting but not initialed)		X	1 working day to correct initial errors. Municipality reserves the right to waive initialing and accept bid
15.	Alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
16.	Unit prices in the schedule of prices have been changed but not initialed		X	1 working day to correct initial errors. Municipality reserves the right to waive initialing and accept bid
17	Other mathematical errors which are not consistent with the unit prices		X	1 working day to initial corrections. Unit prices will govern.
18.	Bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by- case basis and referenced within the staff report if applicable
20.	When a document fee is requested, respondents must have previously purchased the respective bid document and be on the corresponding plan takers list		X	1 working day to pay fee
22.	Tendered item does not meet mandatory specifications	X		automatic rejection

Note: The above list of irregularities should not be considered all inclusive. The Treasurer and/or CAO, in consultation with the requisitioning department will review minor irregularities not listed. The Treasurer and/or CAO may then accept the bid, or request that the bidder rectify the deviation