

**TOWNSHIP OF WHITEWATER REGION  
BY-LAW NO. 08-04-333**

---

**PURCHASING POLICIES AND PROCEDURES BY-LAW**

---

**WHEREAS** The Corporation of the Township of Whitewater Region deems it expedient to establish comprehensive purchasing policies and procedures which purchasing policies and procedures shall be maintained by the Chief Administrative Officer and Treasurer, and which policies and procedures shall be subject to approval and periodic review by Council;

**AND WHEREAS** said purchasing policies and procedures shall be subjected to periodic review by the Chief Administrative Officer or his/her designate and updated as required;

**AND WHEREAS** any change in the threshold values contained in the purchasing policies and procedures shall be approved by resolution of the Council;

**NOW THEREFORE BE IT RESOLVED** that the Council for the Corporation of the Township of Whitewater Region enacts as follows:

**1.0** *Definitions*

In this By-Law,

“**Bid**” shall mean a specific price for specific works.

“**Contract**” shall mean a written agreement authorized or ratified by the appropriate authority and executed by the Mayor and the CAO.

“**Department**” shall mean each department and their divisions of the Township of Whitewater Region.

“**Emergency**” shall mean a situation where serious delay may affect the life and health of the general public, prevention of serious damage, and the restoring of essential service levels to a minimum level.

“**Expanded Works**” shall mean approved construction projects in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary in order to deliver the original approved work. Any expanded works that are above 25% of the original project costs must receive council approval.

“**Expression of Interest**” shall mean a call by the Township to suppliers to express interest for the provision of alternate options which cannot be fully defined or specified at the time of the request, and shall include development proposals.

“**Goods**” shall include all supplies, materials, equipment, general maintenance and service construction contracts, construction maintenance, food, drugs and the procurement of professional services.

The word “**his**” shall in all cases mean his or her and “**he**” shall in all cases mean he or she.

“**Chief Administrative Officer/CAO**”

shall mean the individual responsible for providing professional procurement expertise to the Corporation in support of the application and compliance of the purchasing by-law and procurement policies and procedures.

**“Buyer(s)”** Those individuals that, in the normal course of their duties, procure goods and services for the Corporation. They may include individuals that are designated as having buying activities as duties of their position.

**“Forms”** shall mean the standard documents as provided as part of the purchasing guidelines for purchasing and contract administration purposes.

**“Request for Quotation”** Shall mean a request for prices on specific goods and/or services less than \$5,000.

**“Invitational Tender”** shall mean a formal request for details on the supply of goods or services, greater than \$5,000 and less than \$20,000. Two or more written tenders must be obtained and opened in public. *When the estimated value of the works is in excess of \$20,000, this shall be administered as a “Public tender”.*

**“Public Tender”** shall mean a publicly advertised solicitation of bids opened in public. A public tender must be called for goods or services at a value of \$20,000 or greater and may be used for values less than \$20,000 when deemed appropriate by the pertinent authority.

**“Single Source”** shall mean that there may be more than one source in the open market but for reasons of function or service only one vendor is recommended for consideration of the particular goods and/or services.

**“Sole Source”** shall mean there is only one known source of supply of particular goods or services.

**“Time-Sensitive Works”** shall mean works for which the timing to initiate and/or complete the works is paramount but the time available to follow normal procedures is insufficient.

## **2.0 POLICY STATEMENT:**

### **2.1. General**

All purchase of goods and services for the Township of Whitewater Region shall be subject to the provisions of this By-Law. Prices and Authority Levels as stated in this By-Law are intended to be before tax amounts.

In the event a Department chooses to engage a Consultant to coordinate the procurement of goods, works and services, then it shall be the responsibility of the respective Department Head to ensure that all conditions of the by-law are adhered to.

All contractors/suppliers that will be performing work on Township property must provide evidence of liability insurance in the amount of \$1,000,000.00 and active Workmen’s Safety Insurance Board status to be eligible for specified works.

## **3.0 ESTABLISHING PRICE RANGE**

3.1 Purchase prices shall be obtained as follows:

**Up to \$5,000** For any purchases when the amount is \$2,000 or less, the buyer making the purchase shall make a reasonable attempt to obtain prices from more than one supplier, or, they may purchase directly from catalogues, suppliers’ lists or through negotiations, upon assuring themselves that all prices offered are fair and equitable. Prices (verbal and/or written) should be documented for reference purposes.

**\$5,000 to \$20,000** For all purchases, when the amount is between \$5,000 and \$20,000, a Request for Invitation Tender shall be issued to two or more qualified suppliers. If the need arises a Public Tender can also be requested.

**over \$20,000** By advertised Public tender.

**all vehicles** By advertised Public tender.

#### **4.0 APPROVAL LEVELS**

4.1 Formal approval of the annual budget constitutes financial approval to proceed with the purchases subject to any scheduling or priority considerations as may be deemed necessary by Council and as outlined by the Purchasing Policies.

4.2 Prior to the passing of the annual operating budget, each Business Unit shall be allowed an interim appropriation of twenty-five percent (25%) of the previous year's approved operating budget, and such interim appropriation shall be deemed to be for routine operating and recurring expenditures or statutory purposes unless otherwise directed by Council.

##### 4.3 Approval Levels:

**up to \$ 1,000** - Administrative Assistants and others as designated by Department Heads

**up to \$5,000** - CAO and Department Heads as designated.

**over \$5,000** - Council Approval

#### **5.0 NON COMPETITIVE PURCHASES**

5.1 The requirement for competitive bid solicitation for goods and/or services may be waived under joint authority of the CAO and Council and replace with direct negotiations with a particular potential supplier under the following circumstances:

- i. where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
- ii. where in the judgment of Council, goods are judged to be in short supply due to market conditions;
- iii. where only one source of supply would be acceptable and cost effective
- iv. where there is an absence of competition for technical or other reasons and the goods services or construction can only be supplied by a particular supplier and no alternative exists;
- v. where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters;
- vi. where in the event of an "Emergency" as defined by this bylaw, a requirement exists;
- vii. where the requirement is for a utility for which there exists a monopoly;
- viii. where the requirement is for professional services provider.

5.2 When a sole source supplier is proposed to provide goods and/or services pursuant to section 5.1, a written report indicating the rationale for a non-competitive selection shall be submitted to council for approval.

## **6.0 INVENTORY**

6.1 Each Department may establish inventories as an efficient method of managing the delivery of goods. Minimum and maximum levels shall be established where possible. Purchasing practices for inventories are subject to the provisions of this By-Law.

## **7.0 PURCHASING PROCEDURES**

The following purchasing procedures shall apply to the purchase of goods and services:

7.1 Subject to any direction that may be given, the Buyer(s) shall decide the method of source selection which shall be employed to obtain the most favorable price, having regard to the nature or importance of the contemplated work, the urgency of the requirement, and general trade practice and market conditions;

7.2 The Buyer(s) is authorized to place orders on behalf of Departments for goods and services from such suppliers and upon such terms and conditions as deemed appropriate by the pertinent authority, subject to the approvals listed in section 4.3. In the awarding of a contract, the Buyer(s) shall not be bound to accept the lowest bid and may award to another bidder if, in his discretion, having regard for delivery time, service and quality of goods, that it would be in the best interests of the Corporation. If delivery time, service and quality of goods are equivalent however, the lowest bid shall be accepted.

7.3 In the cases of urgency the Department Heads are delegated the authority to approve tenders and award contracts when all of the following conditions have been satisfied:

- When there is a sufficient approved budget;
- When all procedures for the establishment of prices in Section 3 of this by-law have been followed;
- When the lowest tender is accepted;
- When at least three tenders have been received

7.4 When identical low bids are received, the Department Head or designate, shall determine the low bidder on the basis of a coin toss, conducted in the presence of the tied bidders.

7.5 Notwithstanding the provisions of this By-Law, purchase of goods, works and service may be made at the approval of a Department Head or his designate, in the case of an emergency. The immediate purchase must be essential to prevent delays in the work of any user group, which might involve additional cost or danger to life and damage to property. In all such cases, an Information Report to Council shall be prepared by the respective Department Head setting out the nature of the emergency and the necessity of the action taken pursuant to this clause.

### **7.6 (i) Tender Bid Process**

The following bidding procedures shall apply to the purchase of all types of goods, works and services as determined in Section 3.1 of this By-law – “by advertised tender”:

For all tenders the initiating Department shall be coordinated with the CAO to ensure and confirm:

- completeness of documentation;
- advertisement arrangements;
- closing dates and tender opening scheduled;

vendor contacts for information.

**NOTE:** *When stipulated The Township requires that contractors/suppliers performing work on Township property provide evidence of liability insurance in the amount of \$1,000,000.00 and active Workmen's Safety Insurance Board status to be eligible for specified works.*

#### **A - Establishment of File**

A file shall be created for all tenders that shall be maintained and include the following:

- the tender name and number
- a copy of the "Tenders Received" list
- a photocopy of the bid security deposit
- a copy of the liability insurance documentation and WSIB status
- a copy of the newspaper add and invoice
- a copy of the tender documents including any plans and specifications
- attendance, an analysis of the bids opened and a prepared motion for the Consideration of Council/Committee
- a copy of the letter notifying all bidders of the award and any other correspondence to the bidders.
- a true copy of the motion to award the tender
- a copy of any inspection reports

#### **B - Advertising**

Public Tenders and Request for Invitational Tenders over \$20,000 shall be publicly advertised in at least two newspapers with distribution in the municipality.

Requests for Quotations may be publicly advertised.

#### **C - Release of Information to Bidders**

Upon the request of a prospective bidder, the Buyer(s) or Designate(s) shall supply the following material for each contract:

one copy of the official Tender Bid form

(ii) Return envelope identification label.

Submission material, e.g. specifications, plans, profiles, etc.

**NOTE:** *When a fee for submission materials/documents is required, it shall be paid to the Township. When a fee is refundable it will be returned when submission materials/documents are returned in good order.*

#### **D - Recording and Control of Submission Material**

The Buyer(s) or Designate(s) shall maintain a list of Prospective bidders for issuing submission material/documents.

**NOTE:** Names and addresses must be recorded when procurement documents are released to facilitate distribution of addenda and when necessary, to extend or cancel a tender call.

#### **ii Changes to Tenders Under Call**

#### **E – Preparation of Addenda**

Interpretations should be made in reply to queries from bidders only, in the form of a written addendum.

When it becomes necessary to revise, delete, substitute or add to specifications for a tender call, the Buyer(s) or Designate(s) shall coordinate the issuance of an addendum or cancel the tender call.

#### **F – Notification of Addenda to Contractors / Suppliers**

A copy of each addendum shall be forwarded to each contractor / supplier who obtained bid forms for the contract. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. In the case of those who have already submitted they will be informed and given a chance to adjust their tender where time permits.

#### **G - Notification to Contractors/Suppliers of Cancellation of Tender**

## **Call**

Each contractor/supplier who received bid documents shall be notified by the initiating Department of the cancellation of the Tender Call.

## **H - Return of Submissions on Cancellation of A Tender Call**

When a tender call is cancelled, no bids will be accepted. Any submissions inadvertently received shall be returned unopened to the contractor/supplier by hand or by registered mail, with a covering letter.

## **I - Notification to Contractors / Suppliers of Extension of Time**

Each contractor / supplier who received documents shall be notified of the Extension of time.

## **J - Disposition of Tender Bids When closing Date Has Been Extended**

When the closing date for receiving bids has been extended, bids already received shall be handled as follows:

If the extension of time is four weeks or less, the contractor / supplier shall be advised that his bid will be returned upon request.

If the extension of time is more than four weeks, all bids shall be returned unopened.

For this section, all communications shall be by registered mail.

## **7.7 Submission Requirements**

### **A – Tender Bid Requirements**

All tender bids shall either be mailed or delivered to the CAO or designate.

Tender Bids are required to conform to the conditions listed below:

- a) The correct Tender Bid Form, as supplied by the Township must be used and in the possession of the CAO or designate, on or before the Closing Date and Time. TENDER BIDS RECEIVED AFTER CLOSING TIME WILL NOT BE CONSIDERED. (Additionally, facsimile submissions will not be considered unless otherwise stated).
- b) The tender bid must be legible, written in ink or typed, with the unit price for each item and other entries clearly shown, unless the bid form specifically permits otherwise.
- c) The tender bid must not be restricted by a statement added to the tender bid form or a covering letter, or must not have alterations to the tender bid forms, unless requested by the Township.
- d) Adjustments by telephone, facsimile or letter for a bid already received, will not be considered. A Bidder desiring to make adjustments to a bid must withdraw the submission and / or supersede it with a later bid offer.
- e) The submission form must be signed and initialed in the space(s) provided on the form, with the signature of the bidder, or of a responsible official of the contractor / supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders, and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company, the corporate seal must be affixed on the bid form.
- f) Erasures, overwriting or strike-outs must be initialed by the person

signing on behalf of the contractor / supplier bidding.

- g) Tender bids must be accompanied by a certified cheque, bank draft, money order and/or bid bond made payable in the amount of 10% of the Total bid price to the Corporation of the Township of Whitewater Region, equal to or greater than the amount specified in the submission, AND MUST BE ENCLOSED IN THE SAME ENVELOPE AS THE TENDER BID. Proof of Bonding must be furnished before a contract is awarded, no later than 10 days following the award of the tender.

### **B – Failure to Observe Tender Bid Requirements**

If any of the tender bid requirements (Sections 6.7A) have not been met, the bid shall be considered to be improper and dealt with as set out in Section 6.7 A.

### **C – Submission Material**

The requirements of Sections 6.7A shall be included as part of the submission material.

### **D – Receiving of Tender Bids**

#### Submission Box

A locked box shall be maintained under the control of the CAO or designate, for the reception and safekeeping of tender bids.

#### Time and Date Stamping and Recording of Tender Bids

When a tender bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time received shall be noted in ink and initialed by the CAO or designate. Receipt of each bid shall be recorded. Submissions shall be deposited unopened in the proper locked submission box. The bids shall be deemed received when the envelope has been stamped with the time and date of receipt by the CAO or designate.

#### Late Submissions

Regardless of the time a tender bid is received, the envelope shall be time and date stamped. If the tender bid is for a contract already closed, it shall be returned unopened to the bidder. If a tender bid is to be returned by mail, it shall be accompanied by a covering letter.

If a late tender bid is received without a return address on the envelope, it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.

#### Action on Correspondence Pertaining to Adjustments, Corrections or Restrictions to a Tender Bid

Any correspondence, pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid, but outside the submission envelope, or is received after a bid has been submitted, but prior to closing time, shall not be considered [see Section 6.7 A (d)]. Depending on the time available the bidder shall be advised by mail or phone of the withdrawal procedures.

## 7.8 Withdrawal of Tender Bids

### A– Withdrawal of Bids Prior to Opening

A contractor/supplier who has submitted a tender bid, may request that it be withdrawn. Adjustments or corrections to a submission will not be allowed. The withdrawal shall be allowed if the request is made prior to the closing time for the contract to which it applies. Withdrawal requests must be directed to the CAO or designate by letter, facsimile or in person. Telephone requests shall not be considered.

When withdrawals are made in person, the CAO or designate shall obtain a signed withdrawal confirming the details. If the person is other than a Senior Official of the Company and for letter of facsimile withdrawals, the authenticity of the request must be confirmed by telephoning a responsible Official of the company.

Withdrawal requests received after the Tender Bid closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bids are read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section 6.8 C.

***Note:** The withdrawal of a bid prior to the closing date does not disqualify a bidder from submitting another offer on the same contract*

### B – Withdrawal of Submissions during the Opening

At the conclusion of the reading out of bids on a contract, a low bidder may withdraw any of his remaining bids on other contracts. Withdrawn bids under this procedure cannot be reinstated. If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, then Section 6.8 C.g) shall apply.

### C – Opening of Submissions

#### a) Public Opening of Submissions

Openings shall be open to the public.

#### b) Tender Award Committee

All tenders shall be opened in the presence of the Tender Award Committee comprised of at least three members including; the CAO or his designate, a member of Council and a recording secretary

#### c) Action to “Unknown” Bids at Opening

Any bid that does not have the proper documentation on the envelope shall be opened and placed with its appropriate group.

#### d) Action on Correspondence found Enclosed in Submission Envelope

If correspondence is found enclosed with a bid in the envelope which, in the opinion of the CAO or designate could qualify the bid in any way, that submission shall initially be considered improper and shall be so noted in the record. The correspondence and the bid shall be referred to the CAO or designate for decision as to the acceptance or rejection (See Section 6.9 A).

#### e) All Bids Received Must be Accounted For

When bids have been opened and sorted, the CAO or designate shall check

the Listing of bids received, and the number opened to ensure that all submissions are accounted for. If a discrepancy occurs, the opening proceedings shall be delayed until all bids have been accounted for.

f) Reading Out of Bid Amounts, and Listing of Information

When all bids have been accounted for, the CAO or designate shall announce for each project, the bid number, and the number of bids received, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the bid amount and the deposit cheque amount on a bid opening form.

g) Action When Correspondence Requesting Withdrawal Attached to Bid

When, during the reading out of submissions, the CAO or designate receives a bid that has correspondence requesting withdrawal attached, he shall read out the bid number and the bidder's name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder, (see Section 6.8 B). The bidder's name for each withdrawn bid shall be recorded immediately following the names of the bidders whose submissions will be considered, noting the method and date of withdrawal.

h) More Than One Submission Under Same Name

During the reading out of tenders the CAO or designate shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, each bid shall be documented and referenced in a manner as "A", "B", "C", etc., and shall be dealt with as normal bids.

i) Preparation of Notice of Withdrawal of Submission

A contractor / supplier (read out aloud as low bidder on a previous bid) who desires to withdraw a bid(s) during an opening, shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Withdrawal of the bid must be signed by the contractor / supplier. This notice must be handed to the CAO or designate before the reading out of the first bid on the contract(s) to which it applies (see Section 6.8 B). CAO or designate shall attach it to the applicable submission.

The CAO or designate shall read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure.

The CAO or designate shall not read out the bid amount of a withdrawn submission.

*Note: A contractor / supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract, does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact, low.*

**D – Checking Bids**

The submissions will be checked to determine whether,

- i) all requirements have been met,
- ii) all unit prices have been correctly extended,
- (iii) the extensions have been correctly totaled

7.9 **Award Process**

**A – Basis of Decisions on Acceptance or Rejection of Improper Tender Bids**

Bids which fall within the following categories shall be rejected.

Late Bids

must be rejected and will not be considered.

Incomplete Bids

Part bids must be rejected, except when the instructions clearly state that an award may be made for individual items (e.g. Contracts such as equipment rental or some material contracts which are in effect several individual contracts combined).

Bid Not Signed

Bids that are not properly signed and sealed must be rejected.

Erasures, Overwriting or Strikeouts Not Initialled

Bids where erasures, overwriting or strikeouts have not been initialled must be rejected.

Deposit not Submitted or of Insufficient Amount

If a certified cheque, bank draft or money order deposit and/or bid bond (if required) is not submitted, the bid must be rejected.

**B – Notification of Acceptance of Submission**

Upon the award of the Tender Bid, the initiating Department shall inform the successful bidder that the bid has been accepted, and notify all other bidders of the award and the name of the successful bidder. Where a contract is required the initiating Department shall coordinate the preparation of the contract terms with the Legal Division and inform the successful contractor of the process.

**C - Disposition of Deposit Cheques**

Following the award of the Tender Bid, all deposit cheques and/or bid bonds, other than the low and second low bids, shall be returned to the applicable bidders by regular mail, upon notification by the initiating Department and all original submission forms shall be retained on file.

**D – Execution of Contract**

Where a Township contract is required, a contractor/supplier shall be allowed ten working days between the date of mailing the Contract, and the date the executed contract must be returned to the Township. Copies of the executed contract will be distributed to the appropriate Department Head. No work shall proceed until the contract is executed by all parties and the necessary securities are filed.

**E - Action on Acceptance of Contract**

When copies of the executed contract are returned and are acceptable to the Township, the Tender Bid Deposit(s) of the second low bidder shall be returned by registered mail.

**F - Action When Successful Bidder Does Not Finalize Contract**

If a contract is required, and the successful bidder fails to sign the contract or to provide the necessary security within the specified time, (see Section 6.9 D) the CAO may grant additional time to fulfill the necessary requirements or may recommend to Council, in consultation with the Department Head one of the following;

- (i) that the contract shall be awarded to the next lowest bidder;
- (ii) that the offer of award be revoked.

In the case of (i) and (ii) above, the Tender Bid Deposit of the low bidder shall be forfeited.

## 7.10 Procurement / Appointment of Professional Services

### **A – Selection of Criteria**

In selecting a consultant, ability, experience in similar type projects, personnel available for the project, reputation, and/or familiarity with the project shall be considered. The selection and weighting criteria shall be determined in advance, based on the scope of the service required. The criteria shall form part of the Tender document. Although fees are a consideration, they may not be the prime importance. Selection on a basis of price rather than ability may not ensure the Corporation of the best or most economical overall solution.

Generally there are two methods by which a consultant may be selected: by direct appointment; or through a more formal procedure.

### **B - Direct Appointment**

Direct appointment is an efficient manner of making a selection for normal or routine projects. By the use of a roster method, the Corporation is able to employ different consultants, thus matching particular talents to project needs.

This method gives an opportunity to compare services and fees. It also “keeps the consultant competitive”.

The following points shall be considered when appointing a consultant:

Has the consultant served the Corporation well in the past?

Is the consultant known to the Corporation?

Has the consultant been recommended?

Does the Corporation wish to maintain continuity on a project by appointing a particular consultant?

### **C - Formal Selection Procedure**

A formal selection procedure should be used for projects unique to the Corporation, or when the Corporation does not know of a suitable consultant, or needs additional information to make a selection. This procedure may require the facilitation of an Expression of Interest in addition to proposals and interviews with prospective consultants.

Guidelines to decide which consultant to appoint:

#### a) Project Definition

A detailed definition of the project is required so that the consultants will interpret the requirements in a similar manner, making it easier for the Corporation to make an appropriate selection.

#### b) Prepare a Long List

Develop a list of 6 – 8 consultants from an Expression of Interest, personal knowledge and/or experience of the Corporation, from recommendations of other municipalities, or obtain names of consultants from professional associations.

#### c) Request Letter of Interest

Consultants listed should be requested to submit a letter of interest in the project. This brief written submission should include: the consultant’s ability and experience on similar projects, a list of key personnel and their resumes, the method of organization if the project is complex.

d) Prepare a Short List

Short list 2 to 5 consulting firms from the responses received.

e) Request for Proposals

When requesting a detailed proposal, the Corporation must provide the consultants with the following:

Definition of the project

Scope of services that are requested

Terms of reference

The Request for Proposal should ask the consultant to provide detailed information on:

The name, size, location and description of firm

The staff or study team proposed for assignment on the project

Resumes of key personnel

The consultant's previous experience

Project methodology

Schedule or time frame for the project

Basis for fees

f) Interview Candidate Consultants

This gives the Township an opportunity to assess the capabilities of the consultant's senior staff and how they interact with Corporation staff.

g) Select Preferred Consultant

Selection should be made on ability, qualifications and experience in similar projects, personnel assigned to the project, reputation, location, knowledge, work load and fees.

h) Meet with Preferred Consultant

The Corporation should meet with the preferred consultant to discuss the project in depth, update the terms of reference and agree on compensation for the project.

i) Approvals

Consulting fees exceeding \$50,000 are subject to Section 3.1 of this By-law.

j) Execute Agreement

A contract shall be prepared for the protection of the Corporation and the consultant.

k) Notify Unsuccessful Consultants

Unsuccessful bidders shall receive written notification of the award from the initiating Department.

**7.11 Payments**

a) payments shall be made according to the terms of the tender document.

b) 10% of the total tender amount will be held back for forty-five days after substantial completion of the contract as per the Construction

Lien Act.

- c) progress payments shall be made upon request according to the following schedule;
- 50% upon 50% completion,
  - an additional 25% upon 75% completion a
  - a final 15% upon substantial completion

d) completion progress shall be substantiated by an inspection report completed by the supervisor of the works and no progress payment shall be made without this report.

Bylaw #02 – 12 – 90 is hereby Repealed

Read a First, Second and Finally passed on a Third Reading this \_\_\_\_ day of \_\_\_\_\_, 2008

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk

### **Establishment of File**

- A file shall be created for all tenders that shall be maintained and include the following:
- the tender name and number
- a copy of the "Tenders Received" list
- photocopy of the bid security deposit
- a copy of the liability insurance documentation and WSIB status
- a copy of the newspaper add and invoice
- a copy of the tender documents including any plans and specifications
- attendance, an analysis of the bids opened and a prepared motion for the Consideration of the bids
- a copy of the letter notifying all bidders of the award and any other correspondence to the bidders.
- a true copy of the motion to award the tender
- a copy of any inspection reports