



Staff Report

Finance and IT Services

Report To: Committee of the Whole
Meeting Date: December 4, 2017
Report Number: FAF.17.139
Subject: Bids and Tenders Process
Prepared by: Serena Wilgress, Manager of Purchasing and Risk Management

A. Recommendations

THAT Council receive Staff Report FAF.17.139, entitled "Bids and Tenders Process" for information purposes.

B. Overview

The Town will be utilizing bids&tenders (<https://www.bidsandtenders.ca>) for all formal bidding opportunities. The bids&tenders site meets all of the requirements as cited in the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA).

C. Background

Currently, the Town advertises all formal bid opportunities (over \$25,000) on Biddingo and the Ontario Public Buyers Association websites. The ads direct vendors to the Town's website where they will find the specifications, scope of work, drawings, reports and any other information relevant to the bid opportunity. Bidders then send an email to Purchasing with their contact information to indicate their interest in the bid opportunity. Purchasing responds with the Information to Bidders document which includes the form of tender/proposal and price forms. Purchasing also updates the list of bid takers and posts the list to the Town's website. There is a significant amount of staff time expended in ensuring that all bidders are kept current on bid opportunities.

D. Analysis

By utilizing bids&tenders, the Town will meet the requirements now imposed regarding notification timelines, availability of documents to vendors as well as have the opportunity to expand the Town's current practices to include receiving bids electronically.

Vendors will be required to create an online profile and pay an annual membership fee. The fee is set at \$165 until December 31, 2018 at which time the fee structure will be reviewed. The membership fee provides vendors with access to hundreds of agencies utilizing this site. Other municipalities include the City of Owen Sound, City of Orillia, Town of Newmarket, Town of Gravenhurst, along with the Simcoe County District School Board. There is also a one-time, pay-per-bid option available at \$45 per bid.

Currently, there are over 95,000 vendors registered with bids&tenders.

Bids&tenders will provide training to Town Staff as well as vendors on the changes to the procurement process. Vendors will have the ability to do training online as well as an in-person session. A date for this training will be set in the near future.

The change is anticipated to take place in January 2018 with the first bid opportunity.

Staff will bring an information report to Council early in 2018 outlining the requirements imposed under the new Trade Agreements.

E. The Blue Mountains' Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

None.

G. Financial Impact

There is no cost to the Town for this service.

H. In consultation with:

Ruth Prince, Director of Finance and IT Services

I. Attached

None.

Respectfully submitted,

Serena Wilgress
Manager of Purchasing and Risk Management

Ruth Prince
Director of Finance and IT Services

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