

## Contract Award

County of Peterborough awards contracts to the lowest compliant bidder for quotations and tenders. The lowest compliant bidder is one who:

- Meets specifications
- Meets terms and conditions of the bid
- Provides the lowest price
- Provides necessary securities as required

For proposal awards, the evaluation criteria are specified in each Request for Proposal document. The County of Peterborough awards a contract to the bidder whose proposal is the highest overall ranking score; however, cost is not necessarily the prime consideration.

## Bidder De-Briefing

A bidder can request a debriefing session to discuss their proposal. Representatives from Purchasing and the department will meet with the unsuccessful bidder after a proposal award to learn how they might be successful the next time. The bidder should contact the Purchasing representative as specified in the bid document.

## Purchasing Contacts

Cathy Bazinet  
Purchasing Coordinator  
705-743-0380 ext. 343  
cbazinet@county.peterborough.on.ca

Sheridan Graham  
Director Procurement, Facilities and  
Communication  
705-743-0380 ext. 323  
sgraham@county.peterborough.on.ca

We look forward to  
doing business with you!



# Doing Business with the County of Peterborough

## Introduction

You are invited to join the many businesses currently providing goods and services to the County of Peterborough.

The County of Peterborough depends on the goods and services provided by private businesses. At the same time, the County of Peterborough taxpayers expect their tax dollars to be spent in a fair and equitable manner, with consideration to best value and quality. For this reason, the County of Peterborough has set in place policies for the procurement of goods and services. This guide will provide new and current suppliers with some basic information about the County's purchasing processes.

## What the County of Peterborough Buys

The County purchases many different types of goods and services in order to support internal functioning and to provide essential, quality services to County residents.

A few of most common purchases include:

- Consulting and Professional Services
- Fleet Vehicles and Equipment
- Grounds Maintenance
- Office Supplies
- Roads Maintenance
- Waste and Recycling

Tenders - RFP's are advertised on our website.  
[www.county.peterborough.on.ca/purchasing](http://www.county.peterborough.on.ca/purchasing)

### **Procurement Methods**

The County uses various methods to procure goods and services.

- Low Value Purchase - \$0-\$1000
- Request for Formal Quotation (RFQ) Informal - \$1,000-\$10,000
- Request for Formal Quotation (RFQ) Formal - \$10,000-\$30,000
- Request for Tender (RFT) - \$30,000+
- Request for Proposal
- Pre-Qualification
- Request for Expressions of Interest
- Co-Operative Purchasing
- Emergency Purchase
- Sole/Single Purchase

### **Submitting a Bid**

All necessary instructions for submitting a bid are included in the bid documents.

### **No List of Bidders**

The County of Peterborough does not maintain any Bidders' lists. Bidders who wish to be notified regarding County of Peterborough bid calls must register at [www.biddingo.com/peterboroughcounty](http://www.biddingo.com/peterboroughcounty). It is the Bidder's responsibility to seek out bid opportunities.

### **Bid Solicitation**

Bid documents can be downloaded directly from:

[www.biddingo.com/peterboroughcounty](http://www.biddingo.com/peterboroughcounty) or obtained at the County of Peterborough Offices.

### **Document Fees**

Document fees may be applicable and will be noted in the bid advertisement.

### **Ownership of Documents**

All bid documents issued by County of Peterborough are the property of the County and may not be copied or sold to other parties without express authorization of the County.

### **Altering Documents**

Bidders must not electronically alter any portion of downloaded documents, with the exception of adding the information requested.

### **Bid Enquiries**

It is the bidder's responsibility to clarify any questions raised by the bid, before the bidder submits its bid. The bidder may directly contact the Purchasing Coordinator as set out in the bid document. Questions and answers are provided in an addendum and posted on: [www.biddingo.com/peterboroughcounty](http://www.biddingo.com/peterboroughcounty)

### **Addendum**

Queries from bidders, changes, questions and answers, cancellation of or additions to the bid document under call are in the form of a written addendum. It is the sole responsibility of the bidder to regularly check the individual bid webpage for any addenda.

### **Bid Deposits**

If a bid deposit is required, then the bid the amount will be specified in the bid document. A bid deposit may be a certified cheque, bank draft or money order, bid bond or any combination thereof, made payable to the Corporation of the County of Peterborough.

### **Bid Submission**

The bidder must submit the bid to the County of Peterborough in a sealed envelope or package, clearly marked as to its contents, no later than the closing time of 2:00 p.m. as specified in the bid document.

### **Late Bids**

A bid will not be accepted after the closing time of 2:00p.m., and will be considered late, will be refused and returned to the bidder. If a bid is received after the official closing time through the mail, it shall be returned unopened to the bidder with a covering letter stating that it could not be accepted due to late arrival.

### **Opening of Tenders and Proposals**

Tenders are publicly opened in a designated room at the designated date/time specified on the bid document. The opening committee consists of staff from Purchasing and a representative from the respective department. For each Tender, the envelope is opened and the bidder's name and total Tender amount is announced and recorded on the Opening Form, unless otherwise specified in the bid document.

Proposals are formally opened in public and only the name of the bidders submitting responses to the Request for Proposal will be read. Details of the proposals / financial information will not be publicly disclosed at the opening. Tenders and Proposals are opened and awarded in accordance with the County Procurement Procedures document.

### **More than One Bid under the Same Name**

If more than one bid is received under the same name, without any notice of withdrawal, the bid contained in the envelope bearing the latest date and time stamp is considered the intended bid. If the two bids are received in the same envelope, the signed copy or, if both are properly signed, executed and prices differ, the lower price is considered the intended bid.

### **Return of Bid Deposits**

The bid deposits of the three low bidders are held in the security safe in Purchasing until notification from the Project Manager to release the deposits to the bidders.

### **Bid Results**

As soon as practical after an award, the name of the successful bidder and the value of the contract are posted on [www.biddingo.com/peterboroughcounty](http://www.biddingo.com/peterboroughcounty)

### **Review of Bids**

If a bid contains an informality or irregularity, the bid is referred to the Director Procurement, Facilities & Communication to determine whether the bid complies with the submission requirements set out in the bid document. Irregularities are dealt with according to Appendix C – Bid Irregularity of the County Purchasing Policy Corp 06 approved by County Council.

### **Cancellation of Bid Solicitation**

When the County deems it necessary to cancel a bid solicitation, all bidders will be notified by Purchasing.