

SCHEDULE A

METHODS OF PROCUREMENT

Limit ¹	Budget	Purchasing Mechanism	Type of Bid Request	Source of bid	Approval Authority
\$0 to \$149.99	Included	☒ Petty Cash ☒ Credit Card ☒ Supplier card/account	☐ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☐ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☒ Designated Employee
	Not Included	☒ Petty Cash ☒ Credit Card ☒ Supplier card/account	☐ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☐ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☒ Designated Employee
\$150 to \$10,000	Included	☐ Petty Cash ☒ Credit Card ☒ Supplier card/account ☒ Contract	☐ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☐ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☒ Designated Employee
	Not Included	☐ Petty Cash ☒ Credit Card ☒ Supplier card/account	☐ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☐ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☒ Designated Employee
\$10,000 to \$50,000	Included	☐ Petty Cash ☐ Credit Card ☒ Supplier card/account ☒ Contract	☐ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☐ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☐ Designated Employee

Limit	Budget	Purchasing Mechanism	Type of Bid Request	Source of bid	Approval Authority
\$10,000 to \$50,000	Not Included	☐ Petty Cash ☐ Credit Card ☒ Supplier card/account ☒ Contract	☒ Request for Quotation ☒ Request for Tender ☐ Request for Proposal	☐ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☐ Designated Employee
\$50,000 to \$150,000	Included	☐ Petty Cash ☐ Credit Card ☒ Supplier card/account ☒ Contract	☒ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☒ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☐ CAO ☒ Department Head ☐ Designated Employee
	Not Included	☐ Petty Cash ☐ Credit Card ☒ Supplier card/account ☒ Contract	☒ Request for Quotation ☐ Request for Tender ☐ Request for Proposal	☒ Invitation ☐ Newspaper or other publication ☐ Website	☐ Council ☒ CAO ☐ Department Head ☐ Designated Employee
\$150,000 +	Included	☐ Petty Cash ☐ Credit Card ☐ Supplier card/account ☒ Formal Agreement	☐ Request for Quotation ☒ Request for Tender ☒ Request for Proposal	☒ Invitation ☒ Newspaper or other publication ☒ Website	☐ Council ☒ CAO ☐ Department Head ☐ Designated Employee
	Not Included	☐ Petty Cash ☐ Credit Card ☐ Supplier card/account ☒ Formal Agreement	☐ Request for Quotation ☒ Request for Tender ☒ Request for Proposal	☒ Invitation ☒ Newspaper or other publication ☒ Website	☒ Council ☐ CAO ☐ Department Head ☐ Designated Employee

¹Financial Limits do not include taxes and freight charges.

This schedule does not contain any exceptions. Refer to the policy for possible exceptions.

SCHEDULE B

REQUEST FOR TENDER

The overall objective is to obtain the required goods and/or services at the best price from an appropriately qualified vendor. The Request for Tender document shall include the following main requirements:

1) Instruction to Bidders

This includes all the procedures for the process that includes, but is not limited to:

- The Municipality contact name and phone number for queries;
- Addenda issuance procedures;
- Closing date, location and time;
- Municipal processes for acceptance, rejection, payment terms, delivery terms, etc.;
- Requirements at time of closing (bid deposit);
- Requirements regarding insurance coverage;
- Discretionary power clause;
- If applicable, additional work or services, supplier in litigation and local preference clauses;
- Terms and conditions as per the Municipal Procurement Policy. The RFT must refer to the Municipality's web site www.nationmun.ca for a copy of the Procurement Policy;
- Form 1 must be included in the RFT documents. The Request for Tender must include the following statement: *"Form 1 must be signed by the bidder and sealed if the bidder is a corporation or, witnessed if the bidder is an individual and submitted with the bid, otherwise the bid will be rejected."*
- Bid deposits and/or bonding requirements;
- Requirements to use Canadian currency for all pricing including in the bid;
- A bid label and the procedure for its use must be included with the RFT documents.

2) Scope/Specifications (as applicable)

- If the product/work requirement can be generally described for information purposes and does not require the bidder to indicate its compliance, the

information can be stated in the RFT under “Scope”. (e.g. supply and delivery paper);

- If the product/work requirement is specific in technological requirements, measurements, etc. that requires the bidder to comply with or to provide a spec sheet of the product/work, then specifications are required. (e.g. for the purchase of a vehicle). Specifications must be specific enough to give all bidders sufficient information to provide a bid that will meet or exceed the requirements but general enough that it allows an equal opportunity to bid.

3) Bid Form

- This provides the bidder with an adequate format to provide unit or lump sum prices matching the description of the product/work requirements;
- Clearly indicate on the bid form if taxes are or are not applicable and if they are to be included or not included in the unit or lump sum price;
- The bid form shall also include an area to provide for the bidder’s signature, company name, company address, telephone number, fax number and email address.
- Bidders must complete a Supplier Declaration Form identifying business location, country of origin of goods and/or services, and the location of manufacturing or service delivery.

All prospective bidders shall be supplied with one copy of the official Request for Tender documents, and a set of plans and/or specifications as applicable. A complete list of prospective bidders, including address, phone number, and fax number is to be maintained to facilitate the distribution of potential written addenda.

Closing times for sealed bids will be determined by the Department Head, and shall be submitted to:

The CAO,
The Nation Municipality
958 Route 500 West,
Casselman, ON K0A 1M0

SCHEDULE C

REQUEST FOR PROPOSAL (RFP)

When an evaluation team is used, it should consist of representatives of those parties that have an interest or expertise in the project and its requirements.

The RFP should include but is not limited to the following:

- 1) **Introduction-** some general statements regarding the purpose of the RFP, general background information, historical data, etc.
- 2) **Information for bidders-** this includes all the procedures for the process including, but not limited to:
 - The Nation Municipality contact name and phone number for queries;
 - Closing date, location and time;
 - Addenda issuance;
 - Municipal processes for acceptance, rejection, payment terms, delivery terms, etc.;
 - Requirements at closing time, submission details, number of copies of bids to be submitted;
 - Requirements regarding insurance coverage;
 - Discretionary power clause;
 - If applicable, additional work or services, supplier in litigation and local preferences clauses;
 - Terms and conditions as per the Municipality's Procurement Policy. The RFP document must refer to the Municipality's web page www.nationmun.ca for the Procurement Policy;
 - Form 1 must be included in the RFP documents. The RFP must include the following statement: *"Form 1 must be signed by the bidder and sealed if the bidder is a corporation or witnessed if the bidder is an individual and submitted with the bid, otherwise the bid will be rejected."*
 - Requirement to use Canadian currency for all pricing included in the bid;
 - A bid label and the procedure for its use must be included with the RFP documents.

- 3) **Scope of Work/Deliverables-** outline the objectives, goals, deliverable requirements, etc.
- 4) **Evaluation Criteria-** detail an outline of the evaluation criteria that will assist the bidders with outlining their submission. The actual weighted ratings do not need to be provided in the RFP document. The evaluation criteria cannot be changed after the bids have been submitted. All prospective bidders shall be supplied with one copy of the official RFP documents, and a set of plans and/or specifications as applicable. A complete list of prospective bidders, including address, phone number and fax numbers is to be maintained to facilitate the distribution of potential written addenda.
- 5) **Closing times** for sealed bids will be determined by the Department Head and bids will be submitted to:

The CAO,
The Nation Municipality
958 Route 500 West,
Casselman, ON K0A 1M0

SCHEDULE D

PROCEDURE FOR SUBMITTING BID REQUESTS

Bid Requests must abide by the following procedures:

- All formal bids must be properly signed and sealed if the bidder is a corporation or witnessed if the bidder is an individual and placed in a sealed envelope and submitted to the CAO at the designated location in the Bid Request documents, as specified in the Bid Request documents;
- All sealed bid submissions shall have the date and time of receipt noted on the face of the envelope;
- Sealed bid submissions received later than the time specified will not be accepted. If received by mail, the sealed bid will not be opened and will be returned by regular mail or picked up by the owner from the Clerk's Office.
- When permitted in the Bid Request, electronic bids will be accepted. These bids will be submitted according to the procedure described in the Bid Request. IT services will be responsible for managing the technologies used for receiving electronic bids. The opening of electronic bids will be done on the date and time specified in the Bid Request.
- All sealed bid submissions will be opened at a time announced by the Department as soon after the closing as is practical. Sealed bid submissions openings shall be open to the public. The CAO, Department Head and/or the Treasurer or their respective designates shall attend and the names of those in attendance shall be recorded. When a two-envelope process is used, there shall be no public opening.
- A Department Head may choose not to open the bids publicly when a Request for Proposal is used.
- Upon opening, only the bid prices will be provided unless otherwise noted in the Request for Bid documents. The Municipality reserves the right to verify all bid submissions for requirements and extended prices after the public opening and may reject any non-compliant bids after the opening. No announcement concerning the successful bidder will be made at the opening of bids.
- The Department Head issuing the bid is responsible for notifying the Treasurer or it's designate of the bid request.
- The Municipality reserves the right to reject any or all bids for any reason whatsoever.

- Any bidder will be permitted to withdraw this unopened bid after it has been deposited with the CAO, provided such request for withdrawal is received in writing prior to the time appointed for the bid opening. Following withdrawal, the bidder may resubmit a new bid. Bids may be withdrawn and resubmitted only within the timeframe allowed by the RFP or RFT.
- More than one bid from an individual firm, partnership, corporation, or association under the same or different names will not be considered. Collusion between bidders will be sufficient cause for rejection of all bids so affected.
- Bids that are incomplete, conditional, or obscure, or that contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as non-compliant. A bidder may, however, submit alternative prices on any item for consideration. The Municipality reserves the right to waive informalities in its discretion. The Municipality shall be the sole judge of such matters.
- Bids containing mathematical errors and are likely to adversely affect the interests of the Municipality may be rejected. The Municipality shall be the sole judge of such matters.
- All bids must be on the form provided by the Municipality. The form must be signed by the bidder and sealed if the bidder is a corporation or witnessed if the bidder is an individual. A bid submitted by a corporation shall bear the corporate seal and the signature of a duly authorized officer or officers who may be required to present evidence of his or their authority to sign. Where a bid is a joint venture, each corporation shall comply individually with this direction.

SCHEDULE E

BID IRREGULARITIES SUMMARY

ITEM NO.	DESCRIPTION	MAJOR	MINOR	ACTION
1	Late bids by any amount of time	X		Automatic rejection
2	Form 1, Statement of Bidder is missing or not signed. Form 1 is considered not signed when the signature of an authorized person or the corporate seal is missing if a Corporation and if the signature or the witness's signature is missing if an individual.	X		Automatic rejection
3	Bids completed in pencil	X		Automatic rejection
4	Bid deposit not submitted with the bid when the Bid Request (or any addenda) indicated that such is required	X		Automatic rejection
5	EXECUTION OF AGREEMENT TO BOND a) The Bond Company's corporate seal or equivalent proof of authority to bind the company signature is missing b) Surety company is not licensed to do business in Ontario	X		Automatic rejection
6	EXECUTION OF BID BONDS a) Corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both is missing b) Corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY is missing	X		Automatic rejection
7	OTHER BID SECURITY Cheque which has not been certified	X		Automatic rejection
8	Bidders not attending mandatory site meeting(s)	X		Automatic rejection

9	Unsealed tender envelopes	X		Automatic rejection
10	Pricing or signature pages missing	X		Automatic rejection
11	Insufficient financial security (i.e. no deposit or Bid Bond or insufficient deposit)	X		Automatic rejection
12	Bids received on documents other than those provided in the Bid Request		X	Acceptable unless specified otherwise in the request
13	EXECUTION OF BID DOCUMENT Bond company corporate seal or equivalent proof of authority to bind company or signature missing	X		Automatic rejection
14	Part bids (all items not properly completed)	X		Only permitted if part bids were allowed in the Bid Request
15	Bids containing minor clerical errors		X	Municipality reserves the right to waive initialling and accept the bid
16	Uninitiated changes to the bid which are minor (i.e. Bidder's address is amended by overwriting but not initialled)		X	Municipality reserves the right to waive initialling and accept the bid
17	Alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in the request
18	Unit prices in the schedule of prices have been changed but not initialled		X	Municipality reserves the right to waive initialling and accept the bid
19	Other mathematical errors which are not consistent with the unit prices		X	Unit prices will govern

20	Pages requiring completion of information by vendor are missing		X	Consultation with Solicitor on a case-by-case basis and referenced within the staff report if applicable
21	Bid documents which suggest that the bidder has made a major mistake in calculations or the bid		X	Consultation with Solicitor on a case-by-case basis and referenced within the staff report if applicable

SCHEDULE F

EXCLUSIONS

- 1) Payments made in accordance with salaries and payroll benefits, including temporary help agency employees and providers as authorized by Council.
- 2) Expenditures for training and education such as but not limited to:
 - i) Attendance at conferences, seminars, courses, and conventions
 - ii) Subscriptions to books, magazines, and periodicals
 - iii) Membership fees
 - iv) Fees for trainers/facilitators
- 3) Refundable Employee expenses such as but not limited to :
 - i) Meal allowances
 - ii) Travel and entertainment
 - iii) Miscellaneous expenses
- 4) General expenses such as but not limited to :
 - i) Licenses (vehicles, information systems, etc.)
 - ii) Debenture payments
 - iii) Interest on temporary bank loans and bank charges
 - iv) Insurance deductible and adjustor's fees
 - v) Grants or contributions to agencies
 - vi) Payments made to partners with whom a signed contract is currently in place for the exchange or the delivery of good and/or services
 - vii) Damage claims
 - viii) Petty cash replenishment
 - ix) Tax remittances

- x) Inter-department charges
 - xi) Payment to or on behalf of individuals in regard to programs authorized by Council.
- 5) Professional and Special Services, committee related fees
- 6) Utilities such as but not limited to :
- i) Water and Sewage
 - ii) Taxes
 - iii) Electricity
 - iv) Gas
 - v) Telephone
 - vi) Internet connection
 - vii) Mandatory inspections made by governmental and/or public utilities agencies
- 7) Postal charges and delivery services
- 8) Specific payments as authorized by Council such as but not limited to:
- i) Land purchases
 - ii) Expropriations
 - iii) Insurance premiums
 - iv) External auditors
 - v) Legal services
 - vi) Consultants
 - vii) Property assessment