


DOING BUSINESS
WITH THE
MUNICIPALITY OF
CLARINGTON



AGENDA


- ▶ Overview of Purchasing
 - ▶ Procurement Methods
 - ▶ Update on Website
 - ▶ Contacts
 - ▶ Questions and Answers
- 

THE ORGANIZATION

The Purchasing Division is part of the Financial Services Department. We are a team of professionals responsible for the acquisition of goods and services for various municipal departments while following our Purchasing By-Law 2021-077.



RESPONSIBILITIES

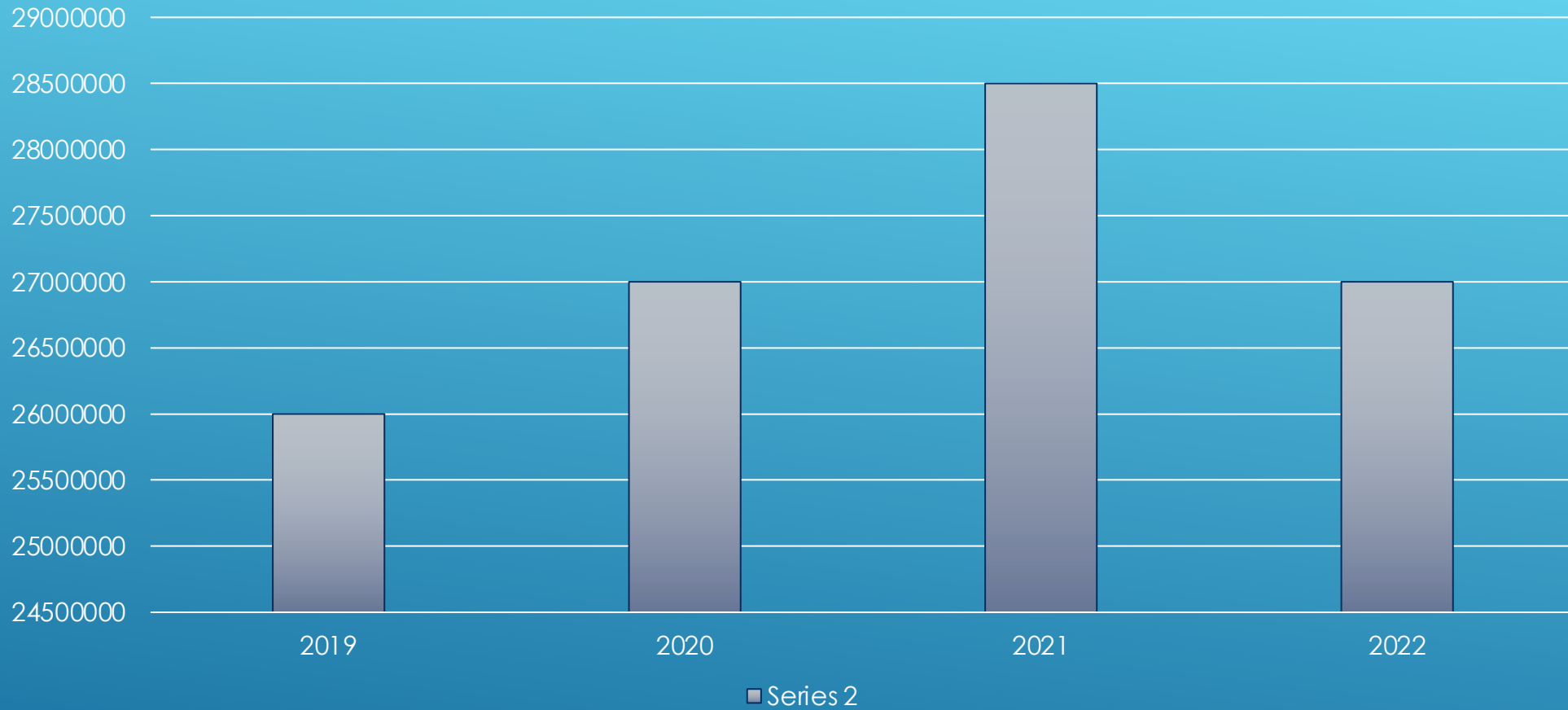
- ▶ Ensure transparency, accountability, openness and fairness in the procurement process while protecting the financial best interests of the Municipality as well as taxpayers and Council members.
 - ▶ Ensure open and fair competition for all vendors.
 - ▶ Ensure objectivity and integrity in the bidding process.
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COMMONLY PURCHASED GOODS & SERVICES

- Computer hardware & software
 - Construction of facilities and infrastructure
 - Consulting and professional services
 - Electrical services
 - Fleet vehicles and parts
 - Janitorial services and supplies
 - Maintenance of buildings and infrastructure
 - Office supplies
 - Pest control services
 - Plumbing services
 - Snow removal and landscaping services
 - Specialized equipment for Clarington Emergency and Fire Services Department
 - Uniforms and safety equipment/clothing
 - Printing
- 

VALUE OF PURCHASE ORDERS ISSUED (APPROX.)

- 2019- issued \$26,000,000.00
 - 2020- issued \$27,000,000.00
 - 2021- issued \$28,500,000.00
 - 2022- issued \$27,000,000.00
- 



VALUE OF PURCHASE ORDERS ISSUED

PROCUREMENT METHODS

- **Informal Quotations** – for Goods/Services under \$50,000.00
- **Request of Quotation** – for Goods/Services between \$50,000 and \$100,000.00
- **Request for Tender** - for Goods/Services over \$100,000.00
- **Request for Proposal** – for professional Services. Issued for any value and is usually issued when the Municipality requires technical expertise or specialized service in find the right solution
- **Request for Expression of Interest** - this is issued to the market when there is a need to assess the market's ability to supply a particular good or service or to gather information before progressing to a tender
- **Sole Source/Single Source**
- **Co-operative Purchasing** - the Municipality is a member of the Durham Purchasing Co-operative, which includes the City of Oshawa, Region of Durham, Town of Whitby, Town of Ajax and the Town of Pickering. By purchasing commonly used goods or services as a co-op, this allows the Municipality to leverage its purchasing power and take advantage bulk pricing

All of the above are opportunities for vendors to provide competitive pricing for the supply of goods and services when the specifications are clearly defined. Award is made to the lowest compliant vendor meeting all the specifications.

WEBSITE FOR BID DOCUMENTS

<https://clarington.bidsandtenders.ca>

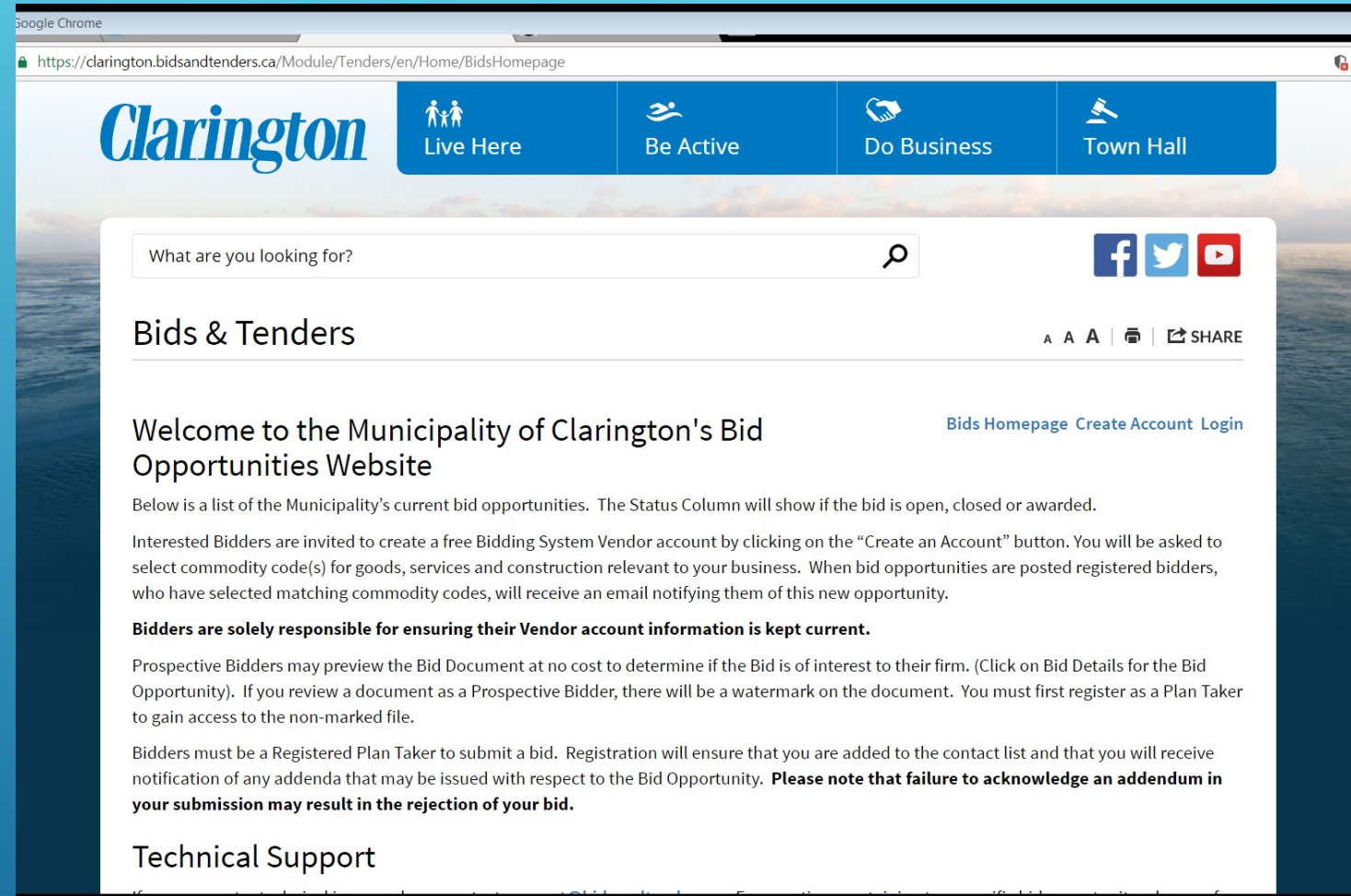
Benefits of registering as a vendor.

You will receive notification of bids that match the commodity you select.

The Municipality will have your information, so that if we are seeking to purchase a product or service we can send you an opportunity to bid.

To do business with the Municipality you will need Liability Insurance Certificate naming the Municipality of Clarington as additionally insured in the amount of \$5,000,000.00 and Automobile Liability Insurance in the amount of \$2,000,000.00;

We will need a copy of the vendor's current Workplace Safety and Insurance Board Certificate of Clearance .



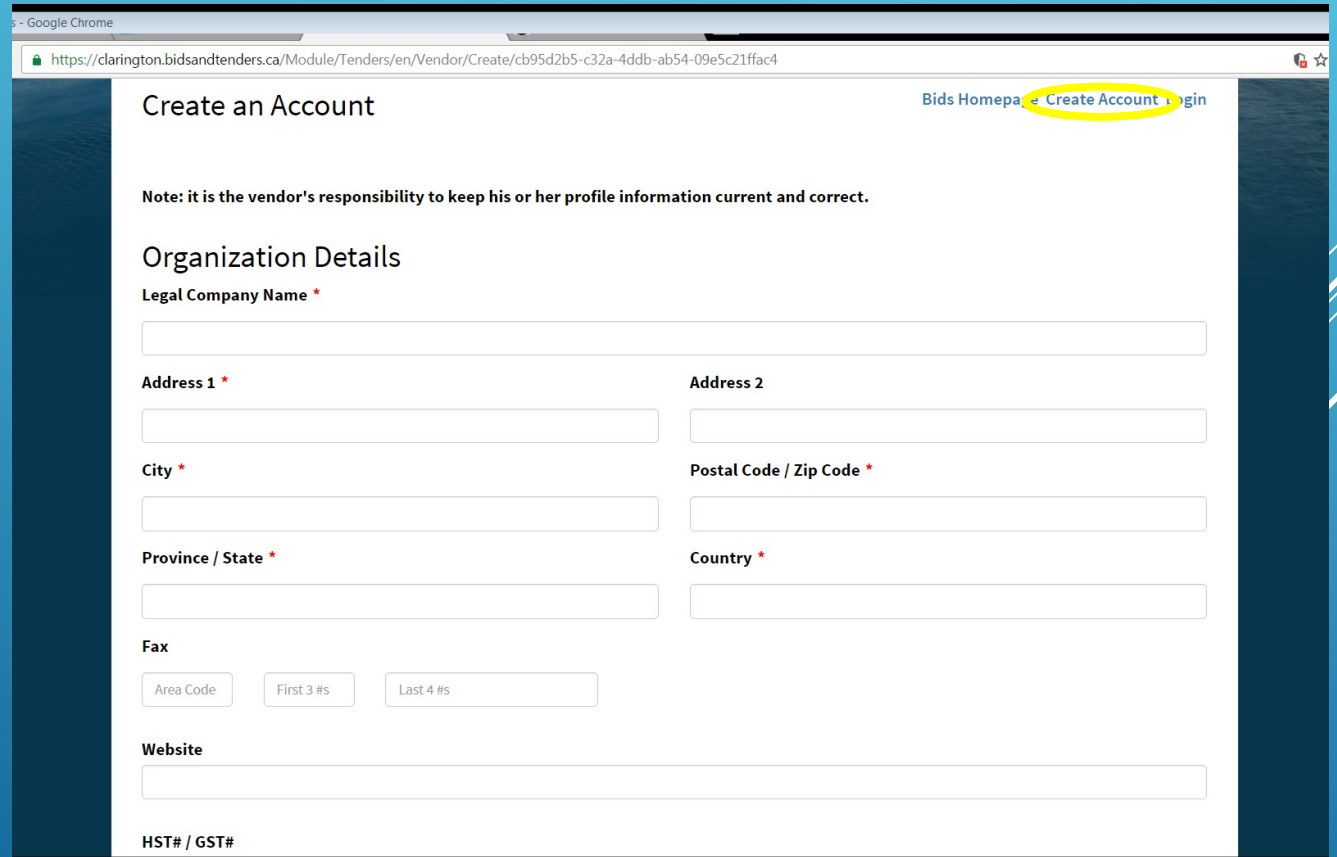
The screenshot shows the Clarington Bids & Tenders website homepage. The browser address bar displays the URL: <https://clarington.bidsandtenders.ca/Module/Tenders/en/Home/BidsHomepage>. The website features a blue header with the Clarington logo and four navigation buttons: "Live Here", "Be Active", "Do Business", and "Town Hall". Below the header is a search bar with the placeholder text "What are you looking for?". To the right of the search bar are social media icons for Facebook, Twitter, and YouTube. The main content area is titled "Bids & Tenders" and includes a "SHARE" button. The page content includes a welcome message: "Welcome to the Municipality of Clarington's Bid Opportunities Website", followed by a list of current bid opportunities and instructions for bidders. The instructions state that bidders are invited to create a free Bidding System Vendor account and that bidders must be a Registered Plan Taker to submit a bid. A bolded note states: "Please note that failure to acknowledge an addendum in your submission may result in the rejection of your bid." The page also includes a "Technical Support" section.

HOW TO REGISTER

If you are interested in any of the Municipality's bid opportunities, make sure to register your Company.

- ▶ Visit the Municipality's Purchasing website: <https://clarington.bidsandtenders.ca>
- ▶ Click on "Create Account"
- ▶ Complete all the required fields on the page
- ▶ Select the appropriate commodities
- ▶ As bid documents are posted, registered persons will receive emails for those documents posted which match the commodities selected.

Note: it is the vendor's responsibility to keep his or her profile information current and correct.



Google Chrome
https://clarington.bidsandtenders.ca/Module/Tenders/en/Vendor/Create/cb95d2b5-c32a-4ddb-ab54-09e5c21ffac4

Bids Homepa **Create Account** Login

Create an Account

Note: it is the vendor's responsibility to keep his or her profile information current and correct.

Organization Details

Legal Company Name *

Address 1 * **Address 2**

City * **Postal Code / Zip Code ***

Province / State * **Country ***

Fax

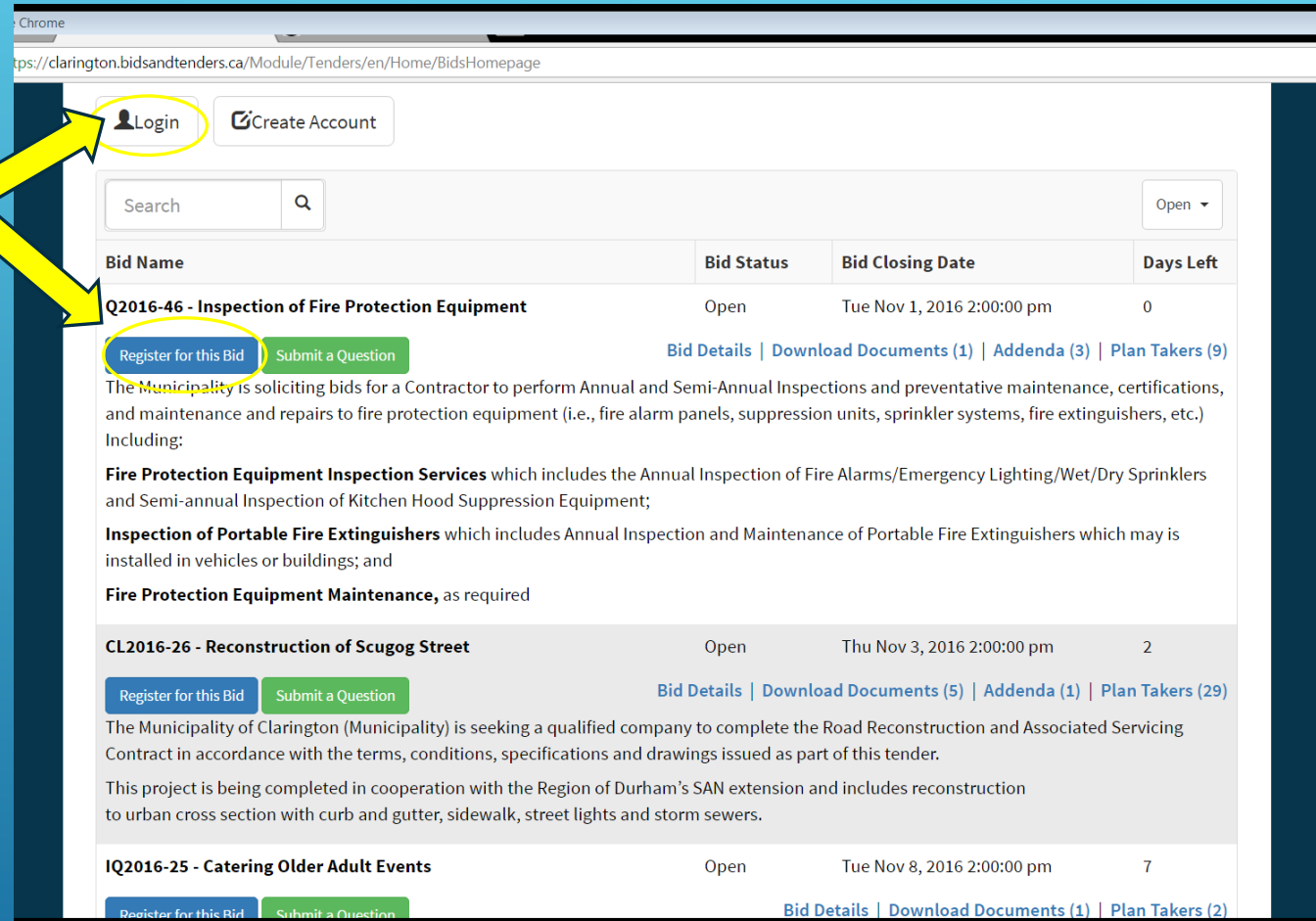
Area Code First 3 #s Last 4 #s

Website

HST# / GST#

HOW TO DOWNLOAD A DOCUMENT

- ▶ On the Home Page you will see the bid documents currently open.
- ▶ Login – to allow you to download and print bid documents which you are interested in.
- ▶ Those registered as Plan Takers will receive notices of addendums if posted during the process.



Chrome
https://clarington.bidsandtenders.ca/Module/Tenders/en/Home/BidsHomepage

Login Create Account

Search Q Open ▾

| Bid Name | Bid Status | Bid Closing Date | Days Left |
|---|------------|----------------------------|-----------|
| Q2016-46 - Inspection of Fire Protection Equipment | Open | Tue Nov 1, 2016 2:00:00 pm | 0 |
| Register for this Bid Submit a Question Bid Details Download Documents (1) Addenda (3) Plan Takers (9) | | | |
| The Municipality is soliciting bids for a Contractor to perform Annual and Semi-Annual Inspections and preventative maintenance, certifications, and maintenance and repairs to fire protection equipment (i.e., fire alarm panels, suppression units, sprinkler systems, fire extinguishers, etc.) Including: Fire Protection Equipment Inspection Services which includes the Annual Inspection of Fire Alarms/Emergency Lighting/Wet/Dry Sprinklers and Semi-annual Inspection of Kitchen Hood Suppression Equipment; Inspection of Portable Fire Extinguishers which includes Annual Inspection and Maintenance of Portable Fire Extinguishers which may be installed in vehicles or buildings; and Fire Protection Equipment Maintenance , as required | | | |
| CL2016-26 - Reconstruction of Scugog Street | Open | Thu Nov 3, 2016 2:00:00 pm | 2 |
| Register for this Bid Submit a Question Bid Details Download Documents (5) Addenda (1) Plan Takers (29) | | | |
| The Municipality of Clarington (Municipality) is seeking a qualified company to complete the Road Reconstruction and Associated Servicing Contract in accordance with the terms, conditions, specifications and drawings issued as part of this tender. This project is being completed in cooperation with the Region of Durham's SAN extension and includes reconstruction to urban cross section with curb and gutter, sidewalk, street lights and storm sewers. | | | |
| IQ2016-25 - Catering Older Adult Events | Open | Tue Nov 8, 2016 2:00:00 pm | 7 |
| Register for this Bid Submit a Question Bid Details Download Documents (1) Plan Takers (2) | | | |

HOW TO WATCH PROGRESS OF DOCUMENTS

- ▶ By clicking on “Bid Details” you will see all of the following information:
 - ▶ Bid Document
 - ▶ Addendum(s)
 - ▶ Plan Takers
 - ▶ Unofficial Results; and
 - ▶ The Award.

gton - Google Chrome
https://clarington.bidsandtenders.ca/Module/Tenders/en/Tender/Detail/0fc3afd8-7ece-4f15-9553-82a2ca4b31ad

Awarded
The following are the awarded vendors for the bid:

| Company | Contact | Results |
|-----------------------|--|---------|
| C. Aurora Paving LTD. | Mancuso, John 74 King St W Unit 1, Oshawa Ontario, Canada L1H 1A6 johnmancuso49@gmail.com | -- |

Unofficial Results
The following results are the unofficial bid results..

| Company ^ | Contact | Results |
|--|--|-------------|
| Blackstone Paving & Construction Limited | Bigioni, Nicole PO Box 715, Stouffville Ontario, Canada L4A7Z8 nicole@blackstonepaving.ca | \$56,423.16 |
| Brennan Paving & Construction Ltd. | Riddle, Marlene Box 3459, Markham Ontario, Canada L6G 1B2 marlene.riddle@millergroup.ca | \$62,684.49 |
| C. Aurora Paving LTD. | Mancuso, John 74 King St W Unit 1, Oshawa Ontario, Canada L1H 1A6 johnmancuso49@gmail.com | \$36,725.00 |
| Tri Son Contracting Inc | Brough, Paul 116 Northport Road, Port Perry ON, Canada L9L 1B2 | \$44,838.40 |

HOW TO SEARCH FOR A DOCUMENT

- ▶ On the Home Page move down to the lower part of the page.
- ▶ Just below the “Login” and “Create Account” buttons is a search “window”.
- ▶ Type in the bid document number or a key word and then press “enter”. Note: Be sure that the box to the right shows “All” to search all documents i.e. open, closed, unofficial, etc.
- ▶ Bid documents related to search will appear. You can select and view documents shown in the results.


The screenshot shows the Clarington Bids and Tenders website. The search bar contains the text "park" and a yellow arrow points to it. A dropdown menu on the right shows "All" selected. The results table lists three bids:

| Bid Name | Bid Status | Bid Closing Date | Days Left |
|---|------------|------------------------------|-----------|
| RFP2016-9 - Supply & Install Two Playground Units | Unofficial | Tue Oct 25, 2016 2:00:00 pm | 0 |
| Bid Details Download Documents (1) Plan Takers (12) | | | |
| The Municipality of Clarington is seeking proposals from experienced playground contractors for the supply and installation of playground equipment at two existing park locations. The park locations are: Tyrone Park, located at 2716 Concession Road, Tyrone, ON and Andrew Street Parkette, located at 215 Andrew Street, Newcastle, ON. | | | |
| Q2016-39 - Softball Diamond Renovation | Awarded | Fri Sept 23, 2016 2:00:00 pm | 0 |
| Bid Details Download Documents (2) Plan Takers (15) Awarded | | | |
| The Municipality of Clarington is seeking a qualified company for a Softball Diamond Renovation at Bowmanville Memorial Park, located at 120 Liberty Street South in Bowmanville, ON. | | | |
| CL2016-23 - Buttonshaw Parkette | Awarded | Thu Sept 22, 2016 2:00:00 pm | 0 |
| Bid Details Download Documents (3) Addenda (1) Plan Takers (16) Awarded | | | |
| The Municipality of Clarington is seeking a qualified company to complete the Buttonshaw Parkette contract in accordance with the terms, conditions and specifications contained within the tender document. | | | |
| Provide your best competitive price to meet the requirements of this document. Pricing submitted must include all labour, materials and equipment to complete the work in accordance to all terms, conditions and specifications contained within this document. | | | |
| It is recommended that all bidders attend the non-mandatory site meeting to take measurements, inspect all existing conditions and to ascertain the amount of work involved. | | | |
| The site meeting will be held on Tuesday, September 13, 10:00 a.m. at 60 Buttonshaw Street Bowmanville (on the west side | | | |

Below are some potential bids that the Municipality will be issuing in 2023:

- ▶ Fleet Purchases – Electric vehicles
 - ▶ Cemetery Fence Replacements
 - ▶ Various Park Upgrades
 - ▶ South Courtyce Artificial Turf Improvements and Dog Park Pathway
 - ▶ New Operations Centre
 - ▶ Fitness Equipment
 - ▶ EV Charging Stations
 - ▶ Roof replacement
 - ▶ Buildings & Property - Interior Improvements
 - ▶ Furniture
 - ▶ Landscaping
- 

LOW VALUE PROCUREMENT

- ▶ We are working with CBOT and the Municipality's Economic Development Division to pilot a procurement process that will help local businesses.
 - The Municipality maintaining a list of Clarington businesses through CBOT
 - ▶ Allow the Municipality to reach out to local vendors if the value falls below \$5K
 - ▶ Allow the Municipality to invite local vendors directly if we are issuing an informal bid.
 - ▶ Copying CBOT on bids whenever we issue them.
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E-PROCUREMENT

- Hybrid system
- Full e-procurement by 4th qtr 2023 – 1st qtr 2024



CONTACTS

- ▶ Main Telephone Number – 905-623-3379
 - ▶ David Ferguson, Purchasing Manager – ext. 2209
dferguson@clarington.net
 - ▶ Sandra McKee, Assistant Purchasing Manager – ext. 2210
smckee@clarington.net
 - ▶ Becky Rogers, Senior Buyer – ext. 2212
Beckyrogers@clarington.net
 - ▶ Toni Anderson, Buyer – ext. 2211
Tanderson@clarington.net
 - ▶ Steve Grigg, Purchasing Clerk – ext. 2213
Sgrigg@clarington.net
 - ▶ Miranda Nawrot, Purchasing Clerk – ext. 2237
Mmarch@clarington.net



QUESTIONS?

