



Department of Corporate Services
Supply & Services

How to Do Business with the City of Pickering

Welcome to the City of Pickering. The purpose of this pamphlet is to acquaint you with our organization and procedures in carrying out the purchasing activity for the City.

Who and Where We Are

Purchasing is under the direction of the Manager, Supply & Services who reports to the Division Head, Finance & Treasurer, Corporate Services.

The centralized purchasing function is administered by Supply & Services for all departments.

Supply & Services is located within Corporate Services on the 2nd floor, Pickering Civic Complex, One The Esplanade, Pickering. Business hours are 8:30 am – 4:30 pm Monday through Friday.

What It Is We Do

With due regard for price, quality, service and delivery, Supply & Services solicits pricing on a variety of items including but not limited to the following: vehicles, equipment, products, services, rentals, consulting, construction, renovations, printing, and equipment.

Supply & Services operates on the premise that a competitive market exists to provide best value goods and services to benefit the City and its taxpayers.

To seek opportunities for improved pricing, standardization and avoid redundancy, the City is an active member of the Durham Purchasing Co-operative Group.

What You Can Do

1. Complete the electronic supplier application form on the City's website as an introduction to Supply & Services.
2. Keep the information for your company updated such as your address, telephone, fax number and products or services offered.

Health & Safety

Health and Safety is a #1 priority when considering contractors and service providers to the City.

A contractor is required at minimum to provide a valid Certificate of Insurance, Workplace Safety & Insurance Board Certificate of Clearance, Workplace Injury Summary Report and acknowledge the City's Health & Safety requirements before an order will be confirmed.

If a contractor believes they are an independent operator, the contractor is required to complete the WSIB Independent Operator Status questionnaire available from the WSIB website or directly from WSIB. The City will not consider equivalent disability insurance coverage – the contractor must be covered by WSIB.

A contractor is required to also provide valid certificates of qualification, as applicable, related to the work being performed.

Performance

Good performance and compliance to safety requirements is also considered before engaging with a service provider. Poor performance and unsafe practises can result in not considering your

company for a time period. After the time lapse, a request to be added to the listing may be made in writing to Supply & Services for consideration.

Accessibility Regulations

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall meet the requirements with regard to training.

Purchasing Policy & Procedure

The Purchasing Policy was adopted by Council on October 11, 2011 and as amended from time to time, governs the purchasing activity and applies to bidders as well. It is strongly suggested that you become familiar with its directives to avoid any misunderstanding.

General Information – Pricing and Authority

Purchases up to \$1,000 may be confirmed by City staff without a purchase order number. Ensure you as

the vendor include the full name of the person confirming the order with you, the contact telephone number and their department on your invoice.

A purchase order number is required for purchases over \$1,000 and should be included on the vendor's invoice. In addition, City staff is to obtain 1 informal quote for a value over \$1,000 and up to \$5,000. Supply & Services staff are to obtain 3 informal quotes, where possible, for a value over \$5,000 and up to \$30,000.

Pricing over \$30,000 shall be obtained through Supply & Services. The Manager, Supply & Services shall determine when a Request for Proposal, Request for Quotation or Tender is the most appropriate method. Staff shall solicit a minimum of 3 proposals, quotations or tenders if possible.

An estimated value over \$100,000 shall be advertised publically.

Formal Quotation / Request for Proposal

- ▶ Forms are provided to invited vendors by mail or by courier at vendor's expense upon request or pick up at Supply & Services.

- ▶ Submissions must be returned as instructed before the closing date and time specified in the document.
- ▶ Supply & Services staff opens the submission as soon as practicable after the closing time. Submissions are reviewed, tabulated and a recommendation is made to the Client department and subject to consultation with the Client, the Manager shall approve the award. When required, a recommendation for award shall be approved by the CAO or City Council.

Tenders

- ▶ When advertised, tenders are advertised on the City's Website, and/or Daily Commercial News at least two weeks prior to the closing date.
- ▶ Tendering documents can be downloaded from the City's website at no charge. A fee is charged if you wish to pick up the document from Supply & Services.
- ▶ Tendering documents are received by Supply & Services prior to the closing date and time and in accordance with tendering instructions
- ▶ Tenders are opened in public at a specified time, date and location as specified in the tendering document

and bidders may attend. Tenders are usually opened shortly after closing time.

- ▶ Tendering irregularities are handled as soon as possible in accordance with the Purchasing Policy to maintain the integrity of the public tendering process.
- ▶ Tenders are evaluated, a recommendation is made and subject to consultation with the Client, the Manager shall approve the award. When required, a recommendation for award shall be approved by the CAO or City Council.

Ethics

The City expects a high standard of ethics in conducting its business and reserves the right to not consider any vendor whose performance breaches these standards.

City employees may not accept gifts or gratuities from vendors.

Professional Affiliations

To maintain and promote professional purchasing standards, principles and ethics, membership is maintained in the Purchasing Management Association of Canada, National Institute of

Governmental Purchasing, and the Ontario Public Buyers Association.

Operating Principles

Supply & Services is guided in its purchasing procedures as follows:

- ▶ To purchase on a non-restrictive, competitive basis with qualified vendors.
- ▶ To obtain goods and services for the best value possible in an efficient manner.
- ▶ To provide all viable vendors an opportunity to offer their goods or services to the City.
- ▶ To treat vendors fairly.

Contact Information

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