

City of PICKERING

Finance Department
Supply & Services

How to Do Business with the City of Pickering

Welcome to the City of Pickering, Finance Department, Supply & Services Division. The purpose of this pamphlet is to help familiarize you with our organization and procedures in carrying out purchasing activities for the City.

Who and Where We Are

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

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

Supply & Services is located within the Finance Department 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, professional services, rentals, consulting, construction, renovations, printing, and equipment.

Supply & Services operates on the premise that a competitive market exists to provide best value for 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 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, email, fax number and products or services offered.

Health & Safety

Health and Safety is a top 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 and execute the City's Health & Safety form before a purchase order will be confirmed.

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

Performance

Good performance and compliance to safety requirements is also considered before engaging with any Vendor. Poor performance and unsafe practises can result in not considering your company for a period of time. 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 to the City 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 this standard 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 recommended that you become familiar with its directives.

General Information – Pricing and Authority

Purchases up to \$1,000 may be confirmed by City staff without a purchase order number. The vendor shall include the full name of the person confirming the order, the contact telephone number and their department on your invoice.

A purchase order number is required for purchases over \$1,000 and shall be

included on the vendor's invoice. In addition, City staff must obtain 1 informal quote for a value over \$1,000 up to \$5,000. Supply & Services will endeavour to obtain 3 informal quotes, where possible, for a value over \$5,000 and up to \$30,000.

Purchases over \$30,000 shall be obtained through Supply & Services via a formal procurement process. The Manager, Supply & Services shall determine when a Request for Proposal, Quotation or Tender is the most appropriate procurement method. If possible, a minimum of 3 proposals, quotations or tenders will be obtained.

An estimated value over \$100,000 shall be advertised publically on the City's website.

Request for Proposal/Quotation

- ▶ Bid documents are provided to invited vendors by email, fax or for a fee via pick up at Supply & Services.
- ▶ Submissions must be returned as instructed in the bid document before the closing date and time specified in the document.
- ▶ Supply & Services staff open the submissions as soon as practicable after the closing time. Submissions are reviewed and a recommendation is made to the Client department by

Supply & Services. Subject to consultation with the Client, the Manager shall approve the award. When required, a recommendation for award shall be approved by the Director, CAO or City Council.

Tenders

- ▶ When advertised, tenders are advertised on the City's Website for a period of at least 15 calendar days prior to the closing date.
- ▶ Tendering documents can be downloaded from the City's website at no charge. A predetermined 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 within 30 minutes after the 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 Director, Treasurer, CAO and/or City Council.

Ethics

The City expects a high standard of ethics in conducting its business and reserves the right not to 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 and training is obtained from, but not limited to, 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

Ray Rodrigues, CPPB
Manager, Supply & Services
905.420.4660 extension 2131
rrodrigues@pickering.ca

Jacqueline Charles
Senior Purchasing Analyst
905.420.4660 extension 2152
jcharles@pickering.ca

Justin MacDonald
Buyer
905.420.4660 extension 2110
justinmacdonald@pickering.ca

The Corporation of the City of Pickering

Pickering Civic Complex
One The Esplanade
Pickering, Ontario
L1V 6K7
pickering.ca

905.420.2222 (General Inquiries)
905.420.4616 (Supply & Services)
905.420.5313 (Facsimile)
supply@pickering.ca (Email)