

DOING BUSINESS WITH THE REGION OF PEEL

A GUIDE FOR NEW AND CURRENT VENDORS



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INTRODUCTION

The Regional Municipality of Peel (Region of Peel) is the second largest municipality in Ontario. The Region serves 1.3 million residents and approximately 88,000 businesses in Brampton, Caledon and Mississauga.

PEEL PURCHASING is a group of professionals providing the service of acquiring goods/services as required by its partners (Regional departments) in a co-operative and timely manner within the [Purchasing by-law 113-2013](#) and procedures set out by the Region.

Our mandate is to:

- Ensure transparency, accountability and openness in the procurement process while protecting the financial best interests of the Region and its residents, businesses, taxpayers, Regional Council and employees.
- Ensure open and fair competition for responsible and responsive vendors.
- Ensure objectivity and integrity in the bidding process.
- Adhere to the code of ethics of the National Institute of Government Purchasing (NIGP), Purchasing Management Association of Canada (PMAC) and Ontario Public Buyers Association (OPBA).

The Region purchases a wide variety of goods and services. Purchasing supports the following departments:

- Health Services
- Human Services
- Internal Services
- Peel Housing Corporation
- Peel Regional Police
- Public Works

More details can be found at: peelregion.ca

GOVERNANCE

The Region adheres to the following:

- [The Municipal Act, 2001](#) which mandates municipalities to have purchasing policies
- Purchasing by-law number 113-2013
- Policies and procedures

COMMONLY PURCHASED GOODS AND SERVICES

- Ambulance vehicles
- Computer hardware and software
- Construction of facilities and infrastructure
- Consulting and professional services
- Electrical services

- Fleet vehicles
- Janitorial services
- Maintenance of buildings and infrastructure
- Medical supplies
- Office supplies
- Pest control services
- Plumbing services
- Security services
- Snow removal and landscaping services
- Specialized equipment for Peel Regional Police
- Specialized goods, equipment and services for Long Term Care facilities
- Uniforms

e-bidding is coming to Peel!
Please watch our website for updates

HOW TO REGISTER YOUR COMPANY

If you are interested in any of the Region's bid opportunities, make sure to [register your company first](#).

- To obtain a vendor ID number, vendors can visit the Region's purchasing website: PeelPurchasing.ca.
- Click on the 'Vendor information and Registration' link.
- Complete all required fields on the page.
- Provide the associated NIGP code for each product and service. To obtain a listing of the NIGP codes click on the 'Get the commodity codes' link as shown.
- Provide a detailed description of all your products and services.
- Once you submit the registration information, you will receive an email containing your vendor ID number. This number is required in order to download bid documents that are available online.

The screenshot shows the 'Region of Peel' website with a navigation menu. Under 'Peel Purchasing', there is a table of links. The 'Vendor Information and Registration' link is circled in red. Below this, there is a 'Vendor Information and Registration' section with a notice and a link to a PDF. At the bottom, the 'Commodity Information' section is circled in red, showing a form for entering commodity codes. The text in the screenshot reads: 'Important: It is mandatory to fill in the five-digit commodity code(s). Please separate multiple codes with a comma.' and 'Commodity code(s):' followed by an input field.

Once you have received your vendor ID number by email, ensure your company retains it for future use. All individuals within your company should use the vendor ID number when accessing documents from our website. This unique vendor ID number should not be confused with the vendor number displayed on purchase orders.

Note: The Region does not maintain a preferred vendors list; however, this information helps us to identify potential vendors for future bid opportunities.

HOW TO OBTAIN BID DOCUMENTS

To obtain our bid documents, interested vendors can visit the Region's purchasing website: PeelPurchasing.ca and click on the 'Current Bid Documents' link. Here you will find the link to a three minute video tutorial on downloading documents.

Note:

Only documents found on the Region of Peel's site are to be considered the "official" documents.

The Region of Peel accepts no responsibility for the accuracy of information found on other websites. The onus is on the vendor to check the Region's site to verify that they have received all relevant information.

Vendors can view the list of bid takers for every advertised document by clicking on the Printable Vendor's List icon as seen.

Vendors are to note the instructions on the advertisement for details on the fees associated with each document (where applicable) and may request printed copies of documents by email or pick them up in person.

The screenshot shows the Region of Peel Purchasing website. At the top, there is a navigation bar with links for News/Notices, Regional Government, Health Services, Public Works, Social Services, and Housing. Below this is a search bar and a dropdown menu for Programs & Services. The main content area is titled 'Peel Purchasing' and contains several tables of links. One table lists 'Home', 'Current Bid Documents', 'Pending Bid Documents', 'Awarded Bid Documents', and 'How to Get or Submit Documents'. Another table lists 'Payment and Invoice Information', 'Vendor Information and Registration', 'Statement of Ethics', and 'Purchasing Links'. A third table lists 'View documents you registered for', 'Video tutorial on how to get bid documents [00:03:01]', and 'Public Works Design, Specification & Procedures Manual'. Below this is a section for 'Current Bid Documents' with a disclaimer and instructions. At the bottom, there is a list of bid items, including '2012-757T: Construction of Heart Lake Community Recycling Centre, 04-6509'. A red circle highlights the 'Printable Vendors List' icon in the bottom right corner of the screenshot.

If requesting a document by email:

- Email your request to purchasing@peelregion.ca to have your document mailed or ready for pick-up.
- We **do not** send documents electronically via email.
- In your email message be sure to:
 - include the document number.
 - provide your vendor name.
 - provide a contact name, address, phone number and fax number.
 - tell us your preferred delivery method: mail or pick-up. We will mail your requested document(s) the next business day or your package will be ready for pick-up at the time specified in your email message.

If you wish to pick-up a document from the Purchasing Office:

10 Peel Centre Dr., Suite A, 1st Floor, Room 101
Brampton, ON L6T 4B9

The office is open Monday to Friday between 8:30 a.m. – 4:30 p.m.

If purchasing a document:

Payment can be made by VISA, MasterCard, Cash, Debit or Certified Cheque.

PROCUREMENT METHODS

The Region has a variety of methods to procure goods and services:

Low Value Purchase

A low value purchase is the procurement of a good or service up to a value of \$25,000.

- Purchases may be conducted by either the requesting department or Purchasing.
- Purchases may be conducted by phone, fax or email and may be paid for by Purchasing Card (P-Card/Visa) or low value purchase orders.
- Minimum three written quotations are required for purchases greater than \$10,000.

Request for Quotation (RFQ)

An RFQ is an opportunity for vendors to provide competitive pricing for the supply of goods and services when the specifications are clearly defined. Award is generally made to the lowest compliant vendor meeting the specifications.

- Purchasing facilitates the procurement of goods and services up to \$100,000.
- Invitational process; may or may not be advertised.
- A bid document is issued to a minimum of three vendors.

Request for Tender (RFT)

An RFT is an opportunity for vendors to provide competitive pricing for the supply of goods and services when the specifications are clearly defined. Award is generally made to the lowest compliant vendor meeting the specifications.

- Purchasing facilitates the procurement of goods and services over \$100,000.
- May include vendor prequalification process or multi-stage process.
- Publicly advertised on the Region's purchasing website: PeelPurchasing.ca and other publications as required.
- Typically a public opening is conducted.

Request for Proposal (RFP)

An RFP is used when a proposed solution is required as all or part of the specifications cannot be clearly defined.

- Purchasing facilitates the procurement of goods and services.
- Is a multi-phase process.
- May include vendor prequalification process.
- May be publicly advertised.
- The highest ranked proposal resulting from an evaluation based on pre-determined criteria and meeting the requirements specified in the RFP will be recommended for award.

Direct Negotiation (DN) over \$10,000

A DN is a non-competitive purchasing method.

- Also known as 'sole source' or 'single source' purchase.
- Direct Negotiations typically include a Request for Pricing document.
- The Region's Purchasing by-law allows for this method of procurement only in special circumstances.

Request for Expression of Interest (REOI) and Request for Information (RFI)

A REOI or RFI is an open enquiry that spans the market seeking broad data and understanding. This is used when the availability of specific goods or services in the current market needs to be determined and/or gives vendors the opportunity to show their interest to supply.

Co-operative Purchasing

The Region participates in co-operative purchases (joint ventures) with other public agencies where the best interests of all participants are served.

DURING THE BIDDING PROCESS

Site Visits and Vendor Information Meetings

- All of the Region's site visits and vendor information meetings are mandatory. This is to satisfy the legal requirement that all vendors have equal access to information regarding the bidding opportunity.
- Site visits and vendor meetings are scheduled and conducted by Purchasing and a representative of the client group is present. A consultant may be present, if necessary.
- Vendors are required to sign in on a Site Visitation Sheet to prove that they attended. Failure to sign in will result in disqualification of your submission.

- If more than one location is visited during a scheduled site visit, vendors are required to sign in at each location.
- Vendors may raise questions during the site visit and answers will be provided in the form of an addendum to the document.

Questions and Addenda

Any questions during the bidding process must be submitted in writing to the single point of contact that you will find in the original document. Purchasing will issue a formal document referred to as “addendum” to address the question(s) and send to all registered vendors or post to the Region’s website if advertised.

SUBMISSION AND RECEIPT OF BIDS

Instructions for submitting a bid and the single point of contact information are found in the Instructions to Vendors section in each bid document. [The Region does not accept vendor submissions via email.](#)

General Requirements for Submitting Bids

- It is the vendor’s sole responsibility to ensure that their submissions are received at the Region’s offices on time. [Late submissions will not be accepted.](#)
- Ensure that you read the entire document to understand the requirements and your obligations.
- Bid Submission Deposit: If a bid submission deposit is required, this will be stated on the front page of the bid document. Ensure instructions are followed. The Region does not accept bid bonds.
- Vendors’ signed and dated submissions will be received in accordance with the Submission Instructions contained within the document, in hard copy format only (with the exception of Fax Request for Quotations).
- When delivering or mailing submissions, ensure that the complete address is clearly noted on the outside of your package:

[Region of Peel, Purchasing](#)
10 Peel Centre Dr., Suite A, 1st Floor, Room 101
Brampton, ON
L6T 4B9

The Form of Tender/Quotation/Proposal

This is included in every document and must be completed in detail. The Region’s staff reviews it before determining a contract award. Therefore, ensure that each item within this Form is completed with accurate information and is legible.

The following must be completed in order for your submission to be compliant:

- Acknowledgement of all addenda.
- Authorized signatures.

Public Openings

There are no public openings for Request for Quotations or Request for Proposals

- Tender submissions are received by noon on Wednesdays at the Region's offices and are followed by a public opening.
- For each tender the envelope is opened and the vendor's name and total bid amount is read out and recorded on the bid sheet.
- Following the opening, Purchasing retains the bid deposits (if applicable) of the two lowest vendors and returns the remaining bid deposits. When a bid deposit is returned by hand, a company representative must sign the bid sheet to confirm receipt.
- Bid opening unofficial results are posted the following business day at PeelPurchasing.ca under the 'Pending Bid Documents' link.

REVIEW, ANALYSIS AND AWARD PROCESS

The Region's Purchasing by-law mandates that all contract awards are based on responsive submissions.

Request for Quotations (includes Fax Request for Quotations)

- Department or Purchasing reviews submissions, confirms compliance, verifies all calculations.
- Quotations are awarded to the lowest compliant vendor.
- In the event of any mathematical errors unit prices will prevail.

Request for Tender (RFT)

- Purchasing reviews the submissions, confirms compliance, verifies all calculations and award is made to the lowest compliant vendor.
- In the event of any mathematical errors unit prices will prevail.
- After award of contract, the successful vendor and contract value are posted at PeelPurchasing.ca under 'Awarded Bid Documents' link.

Request for Proposals

- Proposals are awarded based on evaluation criteria as set out in the document.
- Purchasing reviews the submissions, confirms compliance, verifies all calculations.
- In the event of any mathematical errors unit prices will prevail.
- Vendors may request a debriefing not later than 60 days following the date of the notification of the award by the Region. All requests must be made in writing to the Director, Purchasing & Project Management.
- The intent of the debriefing is to aid the vendor in obtaining feedback on areas of improvement for future submissions. A debriefing will not alter the award decision and is not for the purpose of challenging the procurement process.

FREEDOM OF INFORMATION/PROTECTION OF INFORMATION

All bids submitted to the Region are subject to the protection and disclosure provisions of the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act.

GENERAL INFORMATION

- The Region does not have a local preference policy.
- The Region delivers a high level of service to the community and expects its vendors to maintain these standards in the performance of all contracts.
- Vendors may be evaluated on the following criteria:
 - Ability to respond to urgent requests
 - Adherence to specifications
 - Completion schedules
 - Contract compliance
 - Past performance
 - Performance standards
 - Quality of goods and services
 - Quality of workmanship
 - Service and delivery

PURCHASING CONTACTS

The Purchasing and Project Management Division's organizational chart can be viewed using the following address: peelregion.ca/finance/purchasing/purchorgchart.pdf.

IN SUMMARY

Visit PeelPurchasing.ca regularly for upcoming bids and addenda.

- You can obtain bid documents by:
 - Downloading the documents (if applicable)
 - E-mail your request to purchasing@peelregion.ca
 - Pick up the document in person
- Read the bid documents **thoroughly** and comply with all instructions and conditions.
- Ensure that all required forms are completed and signed, as requested.
- Ensure all requested securities are enclosed with your submission.
- Ensure your bid is **submitted on time**.