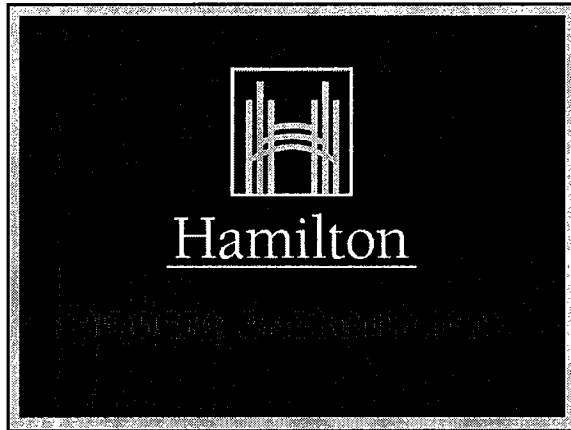


DISCLAIMER: The City shall not be bound by reason of the publication of this Purchasing Presentation. This is the Presentation as presented, for sessions that took place in October/November, 2007. There may be updates to Policies, Procedures and Legislation which will affect the information provided. Bidders must review each Tender, Proposal or Quotation document (and associated documents) on its own merits.



Bidder's Information Session
October/November 2007


Presented by:

Rick Male
Director of Financial Services

Angela Boakes
Manager of Purchasing


Jane Lee
Director of Customer Service, Access & Equity

Maxine Carter
Access & Equity Coordinator Corporate Services




Bidder's Information Session
Agenda

- Changes to Purchasing Policy
- Changes in current processes
- Purchasing Sub-Committee
- Occupational Health and Safety
- City's Barrier Free Guidelines and ODA / AODA Requirements




Changes to the
Purchasing Policy

- Policy amended and approved by Council in May 2007
- Minor changes to Policy for Specifications:
 - Inclusion of ODA, AODA and City's Barrier Free Guidelines
 - Consideration of packaging involved in purchase of a good – avoiding the use of excess packaging
 - Standards Committee




Changes to the
Purchasing Policy

- **Vendor Performance**
 - In the event of a vendor's breach of a multi-year contract, the Manager of Purchasing shall have the discretion to either:
 - re-issue the RFQ, RFT or RFP; or
 - negotiate and enter into a new contract for the remaining years of the contract with the second lowest bidder of the original RFQ, RFT or RFP
 - whichever is in the best interest of the City.




Changes to the
Purchasing Policy

- **Two additional policies**
 - Policy for Participation of Elected City Official in Procurement Process
 - Policy for Solicitation of Vendors




Changes in Current Processes
Instructions to Bidders

- City currently in discussions with with Construction Associations and other Professional Associations to obtain feedback to the City's current bid documents and process




Changes in Current Processes
Instructions to Bidders

- Review of the Instructions to Bidders section of the RFT document for Construction
- Trying to streamline contract documents, making it more concise and easy to read and interpret




Changes in Current Processes
Closing Time for Bids

- Closing time for all bid solicitations is now 3:00 p.m.
- Bidder's name and price are now read out publicly after 3:01 p.m. for all RFTs, except unit priced tenders
- In all other cases, only the Bidder's names are acknowledge at the public opening




Changes in Current Processes
Bonding

- Agreement to Bond is no longer required with bid submissions for Performance and Labour & Material Bonds
- Bid Bond irregularities section has been amended to allow the Bidder (in certain circumstances) to correct Bid Bond deficiencies.




Changes in Current Processes
Addenda

- Some discretion allowed by City regarding the acknowledgment of addenda.
- In some selected RFT's, addenda only being posted on Purchasing Section website.
- Only notification being faxed to all bid takers.
- Next steps....email notification




Changes in Current Processes
Form of Tender

- Now includes electronic online Form of Tenders for downloading and easier completion for RFTs.
- Electronic and hard copy Form of Tender required to be submitted at closing.
- Refer to Special Provisions of the RFT for specific submission details.




Changes in Current Processes
Occupational Health and Safety

- Mandated that the Successful Bidder and all subcontractors used on the Work for the City of Hamilton will comply with all applicable laws, regulations and by-laws of Canada, the Province of Ontario and the City of Hamilton, including but not limited to the Occupational Health and Safety Act, and all applicable regulations thereunder.




Changes in Current Processes
Consensus Scoring in RFP's

- All RFP's will be scored by an evaluation team on the basis of consensus scoring, unless otherwise stated.
- Any exceptions to this method will be at the discretion of the Manager of Purchasing.



Purchasing Sub-Committee



Purpose:
To review policies, procedures and processes regarding City procurement as it relates to the construction industry as a whole, with input and consideration from members of the construction industry.



Purchasing Sub-Committee

Mandate:

- review the existing Purchasing Policy and processes and recommend changes as necessary;
- establish when and how a Fairness Commissioner would be used; and
- Initial focus is on construction issues, but non-political membership will likely change when the focus of the committee becomes non-construction related.


Hamilton

2015-2016

Ontarians with Disabilities Act, 2001 S.O. c.32 (ODA)

What is it?


- An Act to improve access and opportunities for persons with disabilities.
- Provides for input of persons with disabilities to identify, remove and prevent barriers.



Key Definitions

Barrier:


- anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; ("obstacle")



Key Definitions, con't


Disability:

a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.




Key Definitions, con't

- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")




Section 11 - Duties of Municipalities

- Each year, the council will prepare an accessibility plan, outlining the steps taken to identify, eliminate and prevent barriers for persons with disabilities
- Establish an accessibility advisory committee



Duties of the Advisory Committee - *Mandatory*

- Advise Council on the accessibility plan
- Advise Council on accessibility of buildings, structures or premises that the City purchases, builds or significantly renovates, leases
- Review selected site plans and drawings for new buildings or developments (Section 41 of the Planning Act)



Other Provisions - *Purchasing*

- Council will take into account how accessible any equipment, supplies or services the City buys is to persons with disabilities
- Doesn't matter whether it is for use by Council, staff or the public

