



Hamilton

PROCUREMENT

SECTION

PRESENTATION

TO BIDDERS

DISCLAIMER: The City shall not be bound by reason of the publication of this Procurement Presentation. This is the Presentation as presented, for sessions that took place in November, 2011. There may be updates to Policies, Procedures and Legislation which will affect the information provided. Bidders/Proponents must review each Tender, Proposal or other solicitation document (and associated documents) on its own merits.



Hamilton

Bidders Presentation

November 2011

Bidder's Presentation Session

Presented by:

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Director of Financial Services

Angela Mastandrea

Procurement Manager

Tracie Byrne

Procurement Analyst



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Bidder's Presentation Session

Agenda

- Procurement Homepage
- Types of Contract Documents
- Elements of a Contract
- Construction Tenders
- Bid Irregularities
- Recent Initiatives
- eProcurement
- Q&A



Procurement Home Page

hamilton.ca/Procurement

- Policy By-Law No. 09-230
- Current Bid Opportunities*
- Bid Awards*
- Procurement Contact Information
- Vendor's Registration Form*



[Hamilton](http://hamilton.ca)

Types of Contract Documents

- Request for Proposals
- Request for Tenders
- Request for Quotations
- Cooperative
- Request for Pre-Qualifications
- Request for Rostered Candidates
- Request for Information



Elements of a Contract Document

- Communication Page
- Table of Contents
- Notification
- Checklist
- Instructions to Bidders
- Insurance & WSIB
- Supplementary Instructions / Special Provisions
- Form of Tender/Proposal/Quotation
- Specifications
- Addenda



Communications Page

- Identifies Senior Procurement Specialist / Procurement Specialist contact information
- Questions to be directed in writing and timely



Table of Contents

- List of the various sections included in the contract document
- Use this as a guide to ensure your document is complete



Notification Page

- Identifies Contract Number
- Closing date, time & place
- Scope of Work
- Document fees (if any)
- How to secure a document
- Meeting information (if any)



Checklist

- Checklist of MANDATORY submission requirements
- These requirements must be satisfied in order for the Bid to be considered.
- Bidder's responsibility to satisfy all contract submission requirements.



Instructions

- These instructions define the Bidder's obligations and rights.
- Details how a bid is to be submitted for consideration.
- Read carefully and clarify any element via the instructions on the Communications page.



Insurance

- A Certificate of Insurance is proof that adequate insurance coverage is in force to protect both your interests and those of the City of Hamilton.



Minimum Insurance Standards

Commercial General Liability:
\$2M per occurrence

Automobile Liability:
\$2M per occurrence

Non-Owned Auto:
\$2M per occurrence



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The Certificate of Insurance provides standard information including:

- Insurance agent or broker
- “Named Insured” that purchased the policy – this must match the bidder’s legal name on the Form of Tender
- Insurer(s) providing the coverage(s)
- The amount(s) of coverage
- Effective and expiry dates of the policy



Workplace Safety and Insurance Board (WSIB)

Upon award:

- submit an original Clearance Certificate from the Ontario WSIB

or

- furnish proof from Ontario WSIB that the Successful Bidder does not require WSIB insurance



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Supplementary Instructions / Special Provisions

- Supplements the Instructions and is specific to the Contract
 - Term of Contract
 - Quantities
 - Proposed Timelines
 - Use of Trade Unions
 - Bid Security (Construction)



Form of Tender/Proposal/ Quotation

- Returned with Bid submission
- Complete ALL BLANK SPACES as provided
- Complete Company Information
- Proposals – 2 part form:
 - Form of Proposal – Technical Proposal
 - Form of Proposal – Cost Proposal



Form of Tender/Proposal/ Quotation

Legal Name of Bidder

- Use business' proper legal name on the Form of Tender
- Name of the bidder must be the same on all documents



Form of Tender/Proposal/ Quotation

Forms of Businesses

- 3 most common forms of businesses are:
 - Sole proprietorship
 - Partnerships
 - Corporations



Form of Tender/Proposal/ Quotation

Sole Proprietorship

- Operates under his/her personal name OR a name registered pursuant to the Business Names Act



Form of Tender/Proposal/ Quotation

Partnerships

- Operates under a name registered pursuant to the Business Names Act



Form of Tender/Proposal/ Quotation

Corporations

- Created under Federal/Provincial legislation or Act of Parliament
- Ltd., Limited, Inc., Incorporated, Corp., or Corporation



Form of Tender/Proposal/ Quotation

Examples

- 123456 Ontario Inc
- Smith Landscaping Corporation
- 123456 Ontario Inc., cob John's Treehugging



Specifications

- Background
- Terms and conditions that detail the good/service
- Work/delivery schedule
- Performance Measures
- Deliverables



Addenda

- Clarification
- Answer questions posed by Bidders
- Amend Terms and Conditions
- Provide additional contract information



Construction Tenders

- Construction contract documents
 - Canadian Construction Documents Committee (CCDC) 2 – Stipulated Price Contract
 - Unit Priced Contracts



Fair Wage Policy and Schedule

- City of Hamilton Policy
- Applies to all construction contracts over \$100,000
- Ensures contractors and sub contractors pay wages at least equal or greater than the wages set out in the Schedule



Carpenter's Union

- Union obtained bargaining rights with the City in September 2005
- Five trades: Carpentry, Acoustic and Drywall, Resilient Flooring, Caulking and Pile Driving
- Any requirements regarding the use of union trades will be outlined in the Supplementary Instructions / Special Provisions Section



Bid Irregularities

Irregularity	Response
Late Bid	A late Bid will not be accepted and will be returned unopened to the bidder, at the bidder's cost.



**Closing time: 3:00:59 pm
Hamilton, local time**

Irregularity	Response
Unsealed Bid.	An unsealed Bid will not be accepted.



Irregularity	Response
<p>Form of Tender not submitted in its entirety.</p> <p>Bids not legible, in ink or in English.</p>	<p>Automatic rejection.</p>



Irregularity	Response
<p>Part Bid:</p> <p>(a) all required sections in Form of Tender not completed.</p> <p>(b) Unit Price Bid:</p> <p>(i) Unit Price missing.</p> <p>(ii) Lump Sum Price missing.</p> <p>(c) Stipulated Price Bid:</p> <p>(i) Base Bid (Total Contract) Price missing.</p> <p>(ii) Provisional Item Price missing</p>	<p>Automatic rejection.</p> <p>Automatic rejection.</p> <p>Automatic rejection.</p> <p>Automatic rejection.</p> <p>Automatic rejection.</p>



Irregularity	Response
Qualified or conditional Bid (A Bid restricted by a statement added to the Form of Tender or a covering letter or alterations to the Form of Tender).	Automatic rejection unless the Request for Tenders specifically permit such qualification or condition.



[Hamilton](http://www.hamilton.ca)

Clarify any items before closing.

Irregularity	Response
Execution of Form of Tender by bidder: <u>Original</u> signature of bidder missing.	Automatic rejection.



Irregularity	Response
Failure of bidder to complete page totals or the summary page, or both, on the Form of Tender.	The Bid will not be rejected as these are for administrative purposes only.



Irregularity	Response
A Bid received on documents other than those documents supplied by the City in the Request for Tenders package.	Automatic rejection unless a Bid is received on a true reproduction of the documents supplied by the City in the Request for Tenders package.



Irregularity	Response
<p>All erasures, changes, overwriting, whiteouts, cross outs or strikeouts which have <u>not been initialled</u>, but are otherwise <u>legible, clear and unambiguous</u>, regarding the following on the Form of Tender: Unit Price or a Lump Sum Price in a Unit Price Bid; and Base Bid Price in a Stipulated Price Bid.</p>	<p>The lowest compliant bidder will be required to provide the missing initials within one Business day of being requested to do so by the City. Failure to provide the missing initials will result in a rejection of the Bid and a one year ban against the bidder.</p>



Irregularity	Response
Bid Security: Amount of Bid Security provided by bidder is insufficient, does not name correct Municipality as obligee, or no Bid Security is provided or is not otherwise in compliance with the Request for Tenders requirements.	Automatic rejection.



Irregularity	Response
<p>Execution of Bid bond:</p> <p>Corporate seal or original signature of bidder, or both, are missing.</p> <p>Corporate seal or original signature of bonding company, or both, are missing.</p>	<p>Automatic rejection.</p> <p>Automatic rejection</p>



Recent Initiatives

- Procurement process review
 - Vendor feedback solicited
 - 58 recommendations made to date
 - 28 recommendations have been addressed
- eProcurement
- Procurement Policy amendments



Recent Initiatives

Procurement Policy

- Procurement will act in a more advisory (vs. regulatory) capacity to the Client Departments
- Reorganized the Procurement Section into teams
- Vendor complaint resolution



Recent Initiatives

Request for Proposals

- Fixed Price
- Price per Point
- Combination of Technical and Price Scores
- Lowest Priced Bid Meeting Technical Benchmark Score



eProcurement

biddingo.com/hamilton

- Launched October 10, 2011
- 1750+ registered vendors to date
- Commodities updated



Hamilton

Before biddingo.com/hamilton

- Fax notifications
- Delays – fax lines busy
- Majority of fax numbers incorrect/out of date
- Vendor unable to manage their profile



biddingo.com/hamilton

- Email notifications
- Instant alert when bid document is 'posted'
- Vendor able to manage their profile



Hamilton

biddingo.com/hamilton

- Bid Opportunities
- Contract Documents
- Addenda
- Document Takers List
- Bid Results and Awards
- Updates and Events



Hamilton

biddingo.com/hamilton

Biddingo Member

User ID:

Password:

[Forgot your password?](#)

Login

New to Biddingo?
[Sign Up Now!](#)

Current Bid Opportunities

City of Hamilton Announcement

Vendor Registration Form

Procurement Section

Procurement Contact Information

Purchasing Policy By-law No. 09-230

Fair Wage Policy and Schedule

Barrier-Free Design Guidelines

Rostered Candidates Listings - Roster 2011 to 2012

Labour Trade Obligations

Road Construction Tenders

Bid Awards for Bids issued prior to October 10, 2011

Doing Business with City of Hamilton [Read All](#)

City of Hamilton has partnered with Biddingo.com to:

- Publicize current bid opportunities
- Distribute contract documents
- Issue addendums
- Publish document takers list
- Post bid results and awards
- Notify vendors on updates and events

City of Hamilton's Vendor Registration Form — Free registration

The City of Hamilton encourages vendors to complete the free online vendor registration form. Vendors registered with the City of Hamilton will receive email notifications of new current bid opportunities for their registered commodities.

Registered vendors will then be able to purchase and download documents on a "pay-as-you-go" basis. [VENDOR REGISTRATION FORM](#)

Biddingo.com — Subscription

Subscribe to Biddingo.com and get access to other government and private sector organizations, as well as view the bid document takers list, bid results and awards, and receive automation notification of addenda at no additional charge.

Subscribers will then be able to download unlimited procurement documents. [SUBSCRIBE TO BIDDINGO.COM](#)

Search bids by organization, location, bid name or bid # **Search Bids**

Total Found: 14 | Displaying: 1-10 | Results per page: 10
[Previous] 1 2 [Next]

Bids Open for Bidding | **Historical Bids (Archived)**

Bid #	Bid Name	Closing Date	Date Posted	Days Left
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Search bids

Current bids

Bids Results



biddingo.com/hamilton

Current Bid Opportunities

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**Rostered Candidates Listings –
Roster 2001 to 2012**

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**Bid Awards for Bids issued
prior to October 10, 2011**

**Policies
&
Information
for Bidders**



Hamilton

Biddingo Member

User ID:

Password:

[Forgot your password?](#)

New to Biddingo?
[Sign Up Now!](#)

Current Bid Opportunities

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Total Found: **14** | Displaying: **1-10** | Results per page: 10

[\[Previous\]](#) [1](#) [2](#) [\[Next\]](#)

Bids Open for Bidding		Historical Bids (Archived)		
Bid #	Bid Name	Closing Date	Date Posted	Days Left

Vendor Registration Form
(update profile)

City of Hamilton Vendor Registration Form

City of Hamilton's vendor list is hosted and managed by Biddingo.com. Suppliers interested in doing business with City of Hamilton are required to complete the on-line form to receive notifications of their bid opportunities.

To complete the application form is FREE. Once you've completed the application form, City of Hamilton will send you invitations of future bid opportunities through Biddingo.com.

[City of Hamilton Announcement](#)

New User

Registration is FREE!

First time users to Biddingo who are interested in becoming a City of Hamilton vendor must register here.

[Start My Registration Now!](#)

When you complete the application form, Biddingo automatically gives you a 30 day trial account so that you can evaluate the service.

Registered User

Current **Biddingo Users** should login here to register as a City of Hamilton vendor OR update your existing application form.

User ID:

Password:

[Log In](#)

Have you forgotten your password?

Click [Forgot Password](#)

**New to
Biddingo -
Register here**

**Current
Biddingo Users -
Log in here**



Vendor Registration

- Free of charge
- Legal Name of Vendor
- Vendor selects all applicable commodities



Purchasing Bid Documents

- City of Hamilton fee
- +
 - Biddingo fee, either:
 - 'Pay as you go'
 - Subscription - \$250 / year



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Technical Assistance

Biddingo.com

- info@biddingo.com
- 1 888 891 8314



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Questions ?



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