

THE CORPORATION OF THE TOWNSHIP OF MOONBEAM

BY-LAW NO. 15-13

BEING A BY-LAW TO ADOPT PROCUREMENT POLICIES AND PROCEDURES


WHEREAS paragraph 270(1)3 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality shall adopt a procurement policy with respect to its procurement of goods and services;

AND WHEREAS this by-law establishes the authority and sets out the methods by which goods and services will be purchased and disposed of for the Township of Moonbeam to certain exceptions set out herein;

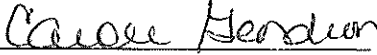
NOW THEREFORE the Council for the Corporation of the Township of Moonbeam enacts as follows:

- 1) **That** the Procurement policies and procedures be adopted.
- 2) **That** Schedules A-B-C-D which are attached form part of this By-law.
- 3) **That** this by-law comes into force on the day it is passed.

THIS BY-LAW SHALL BE DEEMED TO HAVE BEEN GIVEN THREE READINGS AND FINALLY PASSED THIS 8TH DAY OF JULY 2013



Mayor



Clerk Treasurer

I hereby certify that the above is a true copy of By-law No. 15-13 as enacted and passed by the council of the Corporation of the Township of Moonbeam on the 8th day of July 2013.

Clerk Treasurer

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INTERPRETATION

In this Policy, the following definitions will prevail:

1. **Award** means authorization to proceed with the purchase of goods and/or services from a chosen vendor;
2. **Bid** means an offer or submission from a supplier in response to a bid solicitation;
3. **Contract** means a binding agreement by way of a Purchase Order or a formal agreement between two or more parties that creates an obligation;
4. **Council** means the Council of the Corporation of the Township of Moonbeam
5. **Department Head** means the person responsible for operational control of a Municipal Department, or authorized designate.
6. **Disposal** means the removal of materials owned by the Township by sale, trade-in, auction, alternative, gift, or destruction;
7. **Goods and/or Services** includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for;
8. **Lowest responsive bid** or lowest responsive tender means the bid or tender that would provide the Township with the desired goods and/or services at the lowest cost, meets all the specifications and contains no major irregularity;
9. **Procure/Procurement/Purchase** means the acquisition by purchase, rental or lease of goods and/services;
10. **Purchase Order** means a written offer to a vendor stating all terms and conditions for the purchase of goods and services;
11. **Responsive and Responsible Vendor** means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation or references or performance on previous contracts, and adequate financial and other resources;

12. **Surety** means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Township;
13. **Tender** means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders.
14. **Township** means the Corporation of the Township of Moonbeam
15. **Verbal Quotation** means the user Department will receive pricing via telephone or in person, and will document the information on the Purchase Order.
16. **Local Paper** means paper distributed in the community (ex. Weekender , Northern Times)

PROCUREMENT PRINCIPLES AND GOALS

The purchasing principles of the Corporation of the Township of Moonbeam are as follows:

1. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
2. to encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal cost, in evaluation bid submissions from qualified, responsive and responsible vendors;
4. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and the Township as a whole prior to determining the appropriate acquisition method;
5. to control all purchasing, rental or lease through the Treasury;
6. to monitor and report on the economic climate and legislative changes which may have an impact on the Township of Moonbeam and to determine the appropriate actions to be taken through purchasing policies and procedures;

This Policy will be reviewed every 5 years or earlier, to evaluate its effectiveness.

GENERAL CONDITIONS

1. The Council has ultimate authority for all expenditures and procurement commitments. Council delegates this authority by the adoption of budgets or by specific resolutions.
2. Further to the adoption of the budget or specific resolutions, the Treasurer shall be responsible for the Township's purchasing function. In his absence, the designated person shall act in his stead.
3. Where a Department Head is authorized to undertake any action pursuant to this Policy, such action may be undertaken by the Department Head's authorized designate.
4. Where it is recommended that a contract or an agreement for the provision of goods and/or services be executed by the Mayor and the Clerk, approval must first be obtained from Council and the appropriate by-law should be passed.
5. No expenditure or commitment shall be incurred or made and no account shall be paid by the Township for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy.
6. When needed, the Treasurer will assist in developing evaluation criteria and submission analysis.
7. Prior to awarding any procurement of goods and/or services, the user department will forward recommendations to the Treasurer for review and comments to council.
8. No employee or elected official shall purchase or offer to purchase, on behalf of the Township, any goods and services, except in accordance with this Policy.
9. Elected Officials shall not approve nor acquire any goods and services.
10. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Township in contravention of any section of this Policy, as amended from time to time, shall be subject to disciplinary actions.
11. All petty cash purchases may not exceed two hundred (\$200.00) unless approved by the Treasurer.
12. Petty cash purchases should only be used when it is not feasible to use the procurement process.

13. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this Policy.
14. A Department Head shall not award a purchasing commitment where the Treasurer has determined that the provisions of this Policy have not been adhered.
15. The Treasurer shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
16. Schedules A to D (attached hereto) may be amended by the Treasurer provided such amendments have been approved by council.

REQUIREMENTS FOR APPROVED FUNDS

1. Net Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 50% of the previous year's approved Operating Budget.
2. Department Heads are not authorized to overrun net departmental operating budgets, except in accordance with this Policy.
3. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating Budget.
4. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a purchasing commitment is subject to:
 - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
 - b. the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.
5. The Treasurer may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the Treasurer that the deficiency is minimal and alternative funding has been identified, the

purchase request may proceed provided appropriate authorizations are met in accordance with this Policy.

6. The Treasurer will co-ordinate, with the Department Head, all leasing requirements including term capitalization rate, lease vs. buy, or other analysis. The Treasurer will ensure that all lease commitments comply with Municipal Act 2001 as amended and regulations made there under.
7. Where this Policy prescribes financial limits on procurement commitments that may be awarded under the authority of the Treasurer, or provides for financial limits on procurement commitments required to be reported to Council, for the purpose of determining whether the procurement commitment falls within these prescribed limits, the procurement commitment amount shall be the sum of:
 - a. all costs to be paid to the supplier under the purchase order, contract or agreement, excluding all taxes
 - b. less any rebates

SPECIFICATIONS

1. The Department whose budget provides for the procurement of goods and services will assist the Treasurer in preparation and approval of all specifications and/or Terms of Reference to be used for the procurement of such goods and services which shall be presented to Council.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the Treasurer shall be advised;
- b. the contracted vendor will be considered as a consultant and unable to make an offer for the supply of the goods and services;
- c. a fee may be paid where requested;
- d. the detailed specification shall become the property of the Township of Moonbeam for use in obtaining competitive bids.

STANDARDIZATION

It will be the policy of the Township of Moonbeam, wherever possible, to standardize the procurement of goods and services in order to:

1. reduce the number of goods and services required
2. increase the volume on common items or services
3. maximize volume buying opportunities
4. provide economies of scale
5. reduce handling, training and storage costs
6. minimize maintenance costs
7. encourage co-operative purchasing activities
8. obtain competitive bid results
9. reduce overall cost

PROCUREMENT DOCUMENTATION

1. In order to maintain consistency, the Treasurer shall provide instructions to Department Heads on procurement policies and procedures and on the structure, format and general content of procurement documentation.
2. The Treasurer shall review procurement documents to ensure clarity, reasonableness and quality, and shall advise the Department Head of suggested improvements.
3. Procurement documents shall avoid the use of specific products or brand names. However, a Department Head may specify a specific product or brand name for essential functionality purposes. In such instances, the Department Head shall manage the procurement to achieve a competitive situation if possible.
4. Department Heads shall:
 - a. give consideration to the need for value analysis comparisons of options or choices,
 - b. ensure that adequate value analyses comparisons are conducted to provide assurance that the specification will provide best value, and
 - c. attach the value analysis to the procurement documentation.

RESPONSIBILITIES AND AUTHORITIES

1. The Department Heads have responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. The Treasurer is responsible for:
 - a. providing procurement advice and services to Department Heads;
 - b. monitoring compliance with this Policy.
3. Department Heads, in consultation with the Treasurer shall inform Council that non-compliance with this policy has occurred.
4. The Clerk-Treasurer has the authority to instruct the Department Head not to award a procurement commitment and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Township.
5. Despite any other provision of this Policy, the following contracts are subject to Council approval:
 - a. any contract requiring approval from the Ontario Municipal Board,
 - b. any contract prescribed by Statute to be made by Council,
 - c. where a substantive objection emanating from the bid solicitation has been filed with the Clerk
 - d. where a major irregularity precludes the award of a tender to the supplier submitting the lowest responsive bid,
 - e. where the cost amount proposed for acceptance is substantially lower than the Council approved budget,
 - f. where the revenue amount proposed for acceptance is substantially lower than the Council approved budget,
 - g. where authority to approve has not been expressly delegated

METHODS OF PROCUREMENT

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule "A" do not fall under the guidelines of the Procurement Policy and shall be subject to applicable Policies and Procedures established from time to time.

1. Procurement of Goods and/or Services

Where the required product or service can be specified, (and such goods are not stocked in the central stores), it shall be acquired by Purchase Order.

Where it is estimated that the value of the goods and services, inclusive of all delivery charges, will cost:

a. \$0 to \$1,000

A report to Council is not necessary provided that the goods or services have been included in the municipal budget.

A Purchase Order should be used where feasible unless the purchase is done through petty cash.

b. \$1,000 to \$3,000

The Treasurer shall obtain 3 quotations, where possible and practicable. **The quotations may be verbal.**

A report to Council is not necessary provided that the goods or services have been included in the municipal budget.

A Purchase Order is necessary.

c. \$3,000 to \$10,000

The Treasurer shall **obtain three (3) written quotations**

A report to Council within 7 days of making the expenditures, indicating results of the purchase.

A Purchase Order is necessary.

d. \$10,000 to \$50,000

The Treasurer **shall issue a Request for Quotation** (minimum of 3 quotations where possible), unless instructed otherwise by Council.

If only one quotation is received, the Township may exercise its right to cancel the call for quotations. Quotations are not required to be formally opened in public nor is it necessary to disclose prices or terms at the time of submission. Council shall make the final decision by resolution based on the quotation provided

A Purchase Order is necessary.

e. \$50,000 and over

The Treasurer shall issue a Call for Tender for all approved projects based on defined requirements.

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the Clerk's Department and are opened at a public tender meeting. If only one tender is received, the Township has the option of not opening the bid and closing the call for tender.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists and action is taken according to the nature of the irregularity (see Schedule "B").

A report by the Treasurer shall be prepared for Council's consideration and approval.

Upon council's approval, a resolution shall be adopted by Council or, where appropriate, a by-law shall be passed authorizing the execution of a legally binding agreement by the Mayor and Clerk, and a purchase order will be issued.

2. Emergency Procurement

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by the Treasurer to be:

- a threat to public health,
- the maintenance of essential Township services,
- the welfare of persons or of public property or
- the security of the Township's interest and the occurrence requires the immediate delivery or re-establishment of goods or services and time does not permit for competitive bids

The above criteria are to be applied on the basis of:

i. Procurement under \$5,000

Wherever feasible, the Treasurer should secure by the most open market procedure at the lowest obtainable price, any goods and services required.

ii. Procurement over \$5,000

Where feasible, procurement should receive prior verbal approval from the Mayor or his designate. The Treasurer shall subsequently present a verbal report to Council explaining the actions taken and the reason(s) therefore.

BID ANALYSIS

Analyzing of bid responses shall be as follows:

1. Tenders shall be tabulated and analyzed by the Treasurer and a recommendation forwarded to the Council for approval.
2. Bid responses dealing with the lease, rental or purchase of physical assets shall be tabulated and analyzed by the Treasurer and a recommendation forwarded to Council for approval.
3. All other bid responses shall be tabulated and analyzed by the Treasurer.

REPORTING

Goods and Services and Professional and Consulting Services

1. Where the:
 - a) value of the goods and services is less than \$10,000.00 and
 - b) procedures defined by this Policy has been followed, and
 - c) acquisition is within the approved departmental net budget amount, and
 - d) lowest responsive bid has been recommended.

The Department Head shall execute a Purchase Order and arrange for it to be signed by the Treasurer

2. Council approval is required where the:
 - a) value of the goods and services is over \$10,000, or
 - b) purchase is for vehicles or heavy equipment, or
 - c) procurement policy is being waived, or
 - d) acquisition exceeds the approved capital budget amount by more than the greater of \$5,000 or 10%, or
 - e) lowest responsive vendor submission is not being recommended, or
 - f) there was no provision in the budget for the item, or
 - g) Clerk requests that a report be presented for Council consideration approval

Based on the above criteria, a Purchase Order shall be issued and/or contract executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

3. All contracts will be held by the Clerk

DISPOSAL OF SURPLUS GOODS

1. When requested by the Treasurer, the Department Heads shall provide a list of any items that have been deemed as surplus assets for sale or disposal.

The Treasurer shall circulate a list of surplus assets available annual for their consideration.

2. Surplus assets shall be sold or disposed by tender, quotation, as the case may be. Any remaining surplus assets may be awarded to a non-profit entity by the Treasurer.
3. The disposition of all surplus assets shall be documented and the revenue generated from the sale shall be credited to the Township

CONFLICT OF INTEREST

All consultants (e.g.: architects, engineers, etc.) retained by the Township of Moonbeam shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Township as directed by the Treasurer may, at its discretion, withhold the assignment from the consultant until the matter is resolved. Furthermore, if during the conduct of a Township assignment, a consultant is retained by another client giving rise to a potential conflict of interest, the consultant shall so inform the Township.

SCHEDULE "A"

GOODS AND SERVICES EXEMPT FROM THE PROVISIONS OF THE PROCUREMENT POLICY (NO PURCHASE ORDER REQUIRED)

1. Petty Cash Items

2. Training and Education

- a) Conferences
- b) Courses
- c) Conventions
- d) Memberships
- e) Seminars
- f) Periodicals
- g) Magazines
- h) Staff training
- i) Staff development
- j) Staff workshops
- k) Subscriptions

3. Employee Expenses

- a) Advances (Conferences)
- b) Meal allowances
- c) Travel & hotel accommodation
- d) Entertainment
- e) Car allowances & personal vehicle usage
- f) Miscellaneous – Non-travel

4. Employer's General Expenses

- a) Payroll deduction remittances
- b) Licenses (vehicles, elevators, radios, etc.)
- c) Debenture payments
- d) Grants to agencies
- e) Tax remittances
- f) Charges to/from Government or Crown Corporations
- g) Employee income
- h) Advertisement

5. Council Expenses

- a) Public relations
- b) Meeting expenses

6. Professional and Special Services

- a) Committee fees
- b) Witness fees
- c) Court reporters' fees
- d) Honoraria
- e) Arbitrators
- f) Legal settlements

7. Utilities

- a) Postage
- b) Water and sewer charges
- c) Hydro
- d) Gas
- e) Telephone
- f) Internet connection

8. Contracts

- a) Photocopier maintenance
- b) Answering service
- c) Janitorial services
- d) Computer Programming
- e) Cemetery burials
- f) Engineering services

SCHEDULE "B" **BID IRREGULARITIES**

Bid Irregularity

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this Policy, bid irregularities are further classified as "major irregularities" and "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. Any bid which contains a major irregularity must be rejected.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. A bidder may be permitted to correct a minor irregularity.

Mathematical Errors – Rectified by Staff

The Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

Action Taken

The Treasurer will be responsible for all actions taken in dealing with bid irregularities, and will act in accordance with the nature of the irregularity.

- ✓ Major irregularity – automatic rejection
- ✓ Minor irregularity – bidder may rectify
- ✓ Mathematical error (additions or extensions) – corrected by Township

SCHEDULE "C"
TENDER PROCESS

Tenders will be called for all work, equipment and materials with a value exceeding \$50,000 by way of public advertising or invitational bid, as outlined in the Township's Procurement Policy.

The Treasurer will provide a draft advertisement, tender documents and the following information to Council for review:

- ✓ dollar value
- ✓ description of work
- ✓ closing date

Further to the approval of the advertisement, the Treasurer will advertise:

- ✓ All public tenders are advertised in the local papers .

Advertisements must include the following information (if applicable): site meeting time/date/location, contact names for technical and purchasing inquiries, document fee, and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Treasurer's Department, Township Office at 2 Avenue de l'Église, Val Rita.. The tender fee (if applicable) is paid to Treasury and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the Treasurer, Township of Moonbeam. All sealed tender submissions received by the administrative staff shall be initialed and the date and time received recorded on the envelope.

Tender submissions will not be accepted if they are

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after a tender has been cancelled.

Request for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close on the appointed day and at the time specified in the tender documents.

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Appendix "B")

Tenders are tabulated and evaluated by the Treasurer.

A report shall be prepared for Council consideration and approval.

Following Council's approval, a Purchase Order will be issued or a contract which legally binds the Corporation is executed by the Mayor and Clerk.

Tender results, if requested, shall be made public.

SCHEDULE "D"
REQUEST FOR PROPOSAL PROCESS

Requests for Proposals (RFPs) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Township's Procurement Policy:

- ✓ when requirements or services cannot be definitively specified, or
- ✓ when the requirements or services are non standard or specialized in nature, or
- ✓ the cost is only a minor component making up the award.

The Clerk will initiate the RFP process by preparing documents, with input and assistance from staff as required.

Prior to printing, documents must be submitted to the Clerk for review to ensure that all provisions other than specifications have been included in the proper format.

The Clerk will advertise and distribute RFP packages.

Where RFP's are solicited by way of public advertising, such RFP's will be advertised in the local papers and will include the following information (if applicable): site meeting time/date/location, contact names for technical and purchasing inquiries, document fee, and location for pick up and drop off a bid documents.

Public Request for Proposal document packages are available from the Clerk, Township Office, 53 St. Aubin Avenue, Moonbeam. The tender fee (if applicable) is paid to Clerk and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the Clerk, Township of Moonbeam unless otherwise stated in the advertisement. The Clerk or the person designated by the Clerk will receive all sealed tender submissions initialed and record the date and time received on the envelope.

Submissions will not be accepted if they are

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after a RFP has been cancelled.

Request for withdrawal of RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be direct to the Clerk by letter or in person, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a RFP does not disqualify a bidder from submitting another tender on the same contract.

Proposals close on the appointed day and at the time specified in the tender documents.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria.

A report shall be prepared for Council consideration and approval.

Following Council's approval, a Purchase Order will be issued or a contract which legally binds the Corporation is executed by the Mayor and Clerk.

Once an award is made by Council, the report recommending an award shall be a matter of public record.

RFP results, if requested, shall be made public.

Bid Irregularities - Summary				
ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	Late bid by any amount of time	x		automatic rejection
2.	Bid completed in pencil	x		automatic rejection
3.	Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	x		automatic rejection
4.	Execution of agreement to bond:			
	a) Bond company corporate seal or equivalent proof of authority to bind company or signature missing	x		automatic rejection
	b) Surety company not licensed to do business in Ontario	x		automatic rejection
5.	Execution of bid bond:			
	a) Corporate seal or equivalent proof of authority to bind company or signature of the bidder or both missing	x		automatic rejection
	b) Corporate seal or equivalent proof of authority to bind company or signature of Bonding Company missing	x		automatic rejection
6.	Cheque has not been certified	x		automatic rejection
7.	Bidder not attending mandatory site meeting	x		automatic rejection
8.	Unsealed tender envelopes	x		automatic rejection
9.	Proper response envelope or label not used		x	acceptable if officially received on time
10.	Pricing or signature pages missing	x		automatic rejection
11.	No deposit or bid bond where it is required	x		automatic rejection
12.	Insufficient deposit or bond:			
	a) where security amount is not specified and insufficiency is trivial or insignificant		x	no action required
	b) where security amount is not specified and insufficiency is significant	x		automatic rejection
	c) where security amount is specified in request	x		automatic rejection
13.	Bid received on documents other than those provided in request	x		Not acceptable unless specified otherwise in the request
14.	Execution of bid document			
	Proof of authority to bind is missing	x		automatic rejection
15.	Part bid (all items not bid)			
	a) where complete bid is specified in the request	x		automatic rejection
	b) where complete bid is not specified in		x	acceptable

	the request			
16.	Bids containing minor clerical errors		x	2 working days to correct initial errors. Town reserves the right to waive initialing and accept bid
17.	Uninitiated changes to the documents which are minor (ie; bidder's address amended but not initialed)		x	2 working days to correct initial errors. Town reserves the right to waive initialing and accept bid
18.	Unit prices in the schedule of prices have been changed but not initialed		x	2 working days to correct initial errors. Town reserves the right to waive initialing and accept bid
19.	Other mathematical errors which are not consistent with unit prices		x	2 working days to initial correction, Unit prices will govern
20.	Pages requiring completion of information by vendor are missing	x		automatic rejection
21.	Other minor irregularities		x	CAO/Clerk shall have the authority to waive minor irregularities
22.	Any irregularity		x	Despite the provisions herein contained, Council may waive any irregularity where it is considered is to be in the best interest of the Town