THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 2026-889

BEING A BY-LAW TO ESTABLISH A PROCUREMENT POLICY AND PROCUREMENT PROCEDURES FOR THE ACQUISITION OF GOODS, SERVICES, CONSULTING SERVICES AND CONSTRUCTION, AND FOR THE DISPOSAL OF SURPLUS ASSETS.

WHEREAS Section 270(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires municipalities to adopt and maintain policies with respect to the procurement of goods and services;

AND WHEREAS Council wishes to establish a comprehensive procurement framework that promotes accountability, transparency, fairness, best value, legislative compliance and sound financial management;

AND WHEREAS Council recognizes the importance of modern procurement practices, electronic procurement methods, cooperative purchasing arrangements, sustainable procurement principles, and consideration of Ontario economic interests where permitted by law;

AND WHEREAS Council deems it desirable to establish a procurement policy that reflects current legislative requirements, including the Buy Ontario Act, 2024, the Accessibility for Ontarians with Disabilities Act, 2005, applicable trade agreements, and other relevant legislation;

NOW THEREFORE the Council of the Corporation of the Township of South Algonquin enacts as follows:

PART 1
SHORT TITLE, PURPOSE AND APPLICATION

1.1 Short Title

This By-law may be cited as the Township of South Algonquin Procurement By-law.

1.2 Purpose

The purpose of this By-law is to:

a) Ensure the prudent expenditure of public funds;
b) Obtain best overall value for taxpayers;
c) Promote open, fair and transparent procurement practices;
d) Establish clear procurement responsibilities and authorities;
e) Comply with applicable legislation and trade agreements;
f) Support sound financial management and accountability;
g) Encourage sustainable and environmentally responsible purchasing practices;
h) Support Ontario businesses and Ontario-produced goods where permitted by law; and
i) Promote public confidence in municipal procurement processes.

1.3 Application:

This By-law applies to:

a) All Township departments;
b) All employees acting on behalf of the Township;
c) All procurements funded wholly or partially by the Township;
d) All construction, goods, consulting services and service contracts;
e) Disposal of surplus assets.

1.4 Exclusions

This By-law does not apply to items listed in Schedule "B" – Exemptions.

1.5 Guiding Principles

All procurement activities shall be conducted in accordance with the following principles:

a) Accountability;
b) Transparency;
c) Fairness;
d) Open Competition;
e) Value for Money;
f) Ethical Conduct;
g) Accessibility;
h) Sustainability;
i) Legislative Compliance; and
j) Continuous Improvement.

PART 2
DEFINITIONS

For the purposes of this By-law:

"Bid" means a submission received in response to a procurement process.

"Bid Irregularity" means a deviation between the requirements of a solicitation document and the submission received.

"CAO" means the Chief Administrative Officer of the Township or designate.

"Construction" means construction, reconstruction, demolition, repair, renovation or maintenance of a building, structure, road, bridge, utility or other infrastructure.

"Cooperative Purchasing" means participation in a procurement process conducted jointly with one or more public-sector organizations.

"Council" means the Council of the Township of South Algonquin.

"Department Head" means the individual responsible for the administration of a Township department.

"Electronic Procurement" means a procurement process utilizing electronic systems for advertising, bid receipt, evaluation, award and contract administration.

"Emergency" means a situation which:

a) threatens public health or safety;
b) threatens municipal infrastructure;
c) interrupts essential municipal services;
d) creates a significant financial risk to the Township; or
e) requires immediate action to prevent loss or damage.

"Goods" means all tangible personal property.

"Lifecycle Cost" means the total cost of ownership including acquisition, operation, maintenance, replacement and disposal.

"Procurement" means acquiring goods, services, consulting services or construction by purchase, lease, rental or other contractual arrangement.

"Public Body" means a municipality, local board, school board, conservation authority, provincial agency, federal agency, Crown corporation, Indigenous government, or other public-sector entity.

"Services" include consulting, professional and contracted services.

"Single Source" means a procurement where there is more than one potential supplier but only one supplier is selected for business reasons.

"Sole Source" means a procurement where only one supplier is capable of providing the required goods or services.

"Township" means the Corporation of the Township of South Algonquin.

"Vendor of Record" means a supplier selected through a competitive procurement process and authorized to provide specified goods or services during a defined term.

PART 3
PROCUREMENT GOVERNANCE

3.1 Council Responsibilities

Council shall:

a) Approve this By-law and amendments thereto;
b) Approve procurements in accordance with the authority limits established herein;
c) Approve budgets for which procurements are funded;
d) Exercise oversight respecting procurement activities.

3.2 Chief Administrative Officer

The CAO shall:

a) Administer this By-law;
b) Establish procurement procedures consistent with this By-law;
c) Resolve procurement disputes;
d) Authorize procurements within delegated authority;
e) Report procurement activities to Council as required.
f) Establish administrative procurement procedures, forms and templates.

3.3 Department Heads

Department Heads shall:

a) Ensure compliance with this By-law;
b) Plan procurements within approved budgets;
c) Maintain procurement documentation;
d) Evaluate bids and make recommendations;
e) Administer awarded contracts.

3.4 Delegation

Procurement authority delegated under this By-law may only be exercised where:

a) funds are available;
b) the procurement is within approved budgets; and
c) all requirements of this By-law are satisfied.

3.5 Procurement Splitting Prohibited

No procurement shall be divided into multiple procurements for the purpose of avoiding procurement thresholds, approval authorities or competitive procurement requirements.

3.6 Conflict of Interest

All employees and elected officials involved in procurement activities shall avoid actual, potential or perceived conflicts of interest.

Any conflict shall be disclosed immediately and documented.

3.7 Confidentiality

Information obtained through a procurement process shall remain confidential until contract is awarded unless disclosure is otherwise required by law.

PART 4
LEGISLATIVE COMPLIANCE

4.1 General

The Township shall conduct procurement activities in compliance with all applicable legislation.

4.2 Accessibility

Accessibility criteria and features shall be incorporated into procurement processes required under the Accessibility for Ontarians with Disabilities Act, 2005 and applicable regulations.

4.3 Human Rights

Procurement activities shall comply with the Ontario Human Rights Code.

4.4 Buy Ontario Act

The Township shall comply with the Buy Ontario Act, 2024 and any regulations or directives issued thereunder relevant to municipal procurement requirements.

4.5 Trade Agreements

Nothing within this By-law shall authorize procurement practices that conflict with:

a) Canadian Free Trade Agreement (CFTA);
b) Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
c) Any successor agreement or applicable trade treaty.

4.6 Buy Ontario Considerations

Where permitted by law and applicable trade agreements, the Township may consider:

a) Ontario-produced goods;
b) Ontario manufacturing;
c) Ontario suppliers;
d) supply chain resiliency;
e) transportation impacts;
f) environmental considerations;
g) economic benefits to Ontario communities.

PART 5
PROCUREMENT PLANNING

5.1 Budget Authority

No procurement shall proceed unless sufficient funding exists within an approved budget or Council authorizes otherwise.

5.2 Procurement Planning

Departments shall:

a) identify procurement requirements in advance;
b) coordinate purchases where practical;
c) maximize purchasing efficiencies;
d) consider lifecycle costs;
e) evaluate opportunities for cooperative purchasing.

5.3 Lifecycle Costing

Evaluation of procurement opportunities may include:

a) purchase price;
b) maintenance costs;
c) fuel or energy consumption;
d) operating costs;
e) expected service life;
f) disposal costs;

g) replacement costs.

5.4 Sustainable Procurement

Where practical, procurements should encourage:

a) energy efficiency;
b) recycled content;
c) reduced packaging;
d) durable products;
e) environmentally responsible practices.

PART 6
PROCUREMENT METHODS AND APPROVAL AUTHORITIES

6.1 General

The procurement method selected shall be appropriate to nature, complexity, risk and estimated value of the procurement.

6.2 Calculation of Procurement Value

The value of a procurement shall include:

a) all costs associated with the procurement;
b) optional renewals;
c) installation costs;
d) freight and delivery;
e) contingencies where applicable;
f) all applicable taxes less rebates.

Procurements shall not be divided for the purpose of avoiding procurement thresholds.

6.3 Procurement Approval Authority Matrix

Schedule "A" establishes the procurement approval authority matrix.

6.4 Direct Purchases

Procurements under $10,000 may be completed through:

a) direct purchase;
b) catalogue pricing;
c) internet pricing;
d) verbal quotation;
e) standing offer arrangements.

Department Heads may authorize such purchases provided funding exists within approved budgets.

6.5 Written Quotations

Procurements between $10,000 and $25,000 shall require a minimum of one written quotation.

6.6 Informal Competitive Quotations

Procurements between $25,000 and $75,000 require a minimum of three written quotations wherever practical.

Where three quotations cannot be obtained, the reasons shall be documented and approved by the CAO.

6.7 Formal Competitive Procurement

Procurements exceeding $75,000 shall generally utilize:

a) Request for Quotation (RFQ);
b) Request for Tender (RFT);
c) Request for Proposal (RFP);

d) other formal procurement processes approved by the CAO.

6.8 Procurement Authority Matrix

Under $10,000	Department Head
$10,000 to $25,000	Department Head
$25,000 to $75,000	Department Head
$75,000 to $150,000	CAO
Over $150,000	Council

6.9 Budgeted Procurements

Council approval shall not be required where:

a) Council has approved the budget;
b) the procurement is within budget;
c) the procurement is conducted in accordance with this By-law;
d) authority is delegated to the CAO under Schedule "A".
e) the procurement does not otherwise require Council approval pursuant to this By-law or another Township by-law.

Council may establish alternate authority levels through the Delegation of Authority By-law.

PART 7
COMPETITIVE PROCUREMENT

7.1 General

Competitive procurement shall be utilized whenever practical to encourage competition and maximize value.

7.2 Procurement Documents

Procurement documents shall clearly identify:

a) the Township's requirements;
b) evaluation criteria;
c) submission requirements;
d) closing date and time;
e) insurance requirements;
f) bonding requirements where applicable.

7.3 Request for Quotations (RFQ)

An RFQ may be used where:

a) requirements are clearly defined;
b) award is primarily based on price;
c) limited evaluation criteria are required.

7.4 Request for Tender (RFT)

An RFT shall generally be used where:

a) specifications are clearly defined;
b) construction projects are involved;
c) award is primarily based on price and compliance.

7.5 Request for Proposal (RFP)

An RFP may be used where:

a) multiple solutions may exist;
b) professional expertise is required;
c) qualitative evaluation is necessary;
d) innovation is encouraged.

7.6 Public Advertising

Formal procurement opportunities may be advertised through:

a) the Township website;
b) electronic procurement platforms;
c) industry publications;
d) newspapers;
e) other appropriate media.

7.7 Minimum Posting Periods

The CAO may establish posting periods consistent with applicable legislation and trade agreements.

Except in emergencies, formal procurements should generally remain open for not less than ten (10) calendar days.

7.8 Electronic Procurement

The Township may utilize electronic procurement systems for:

a) advertising opportunities;
b) issuing documents;
c) receiving submissions;
d) evaluating submissions;
e) awarding contracts.

Electronic signatures shall be accepted unless otherwise specified.

7.9 Bid Receipt

Submissions shall be received prior to the stated closing time.

Late submissions shall not be accepted.

Electronic submissions received after the stated closing time shall be deemed late and shall not be considered.

7.10 Evaluation

Procurement evaluations may consider:

a) price;
b) quality;
c) experience;
d) service support;
e) references;
f) lifecycle cost;
g) environmental considerations;
h) Ontario economic considerations where permitted;
i) overall value.

7.11 Lowest Bid Not Required

The Township is not obligated to accept the lowest priced submission.

7.12 Award

The Township may award the submission that provides the greatest overall value and best meets the Township's requirements.

PART 8
COOPERATIVE PURCHASING, STANDING OFFERS AND VENDOR OF RECORD ARRANGEMENTS

8.1 Cooperative Purchasing

The Township may participate in cooperative purchasing opportunities with:

a) municipalities;
b) local boards;
c) provincial agencies;
d) federal agencies;
e) public sector organizations.

8.2 Approved Procurement Organizations

The Township may utilize:

a) Local Authority Services (LAS);
b) Canoe Procurement Group;
c) Ontario Education Collaborative Marketplace (OECM);
d) Supply Ontario;
e) Sourcewell;
f) Ontario Government Vendor of Record arrangements;
g) Federal Standing Offers;
h) successor organizations.

8.3 Vendor of Record Arrangements

The Township may establish or utilize Vendor of Record arrangements.

8.4 Standing Offers

Standing Offers may be established where recurring purchases are anticipated.

8.5 Separate Procurement Not Required

Where a cooperative purchasing arrangement has been established through a compliant competitive procurement process, a separate Township procurement process shall not be required.

PART 9
SOLE SOURCE, SINGLE SOURCE AND NON-COMPETITIVE PROCUREMENT

9.1 General

Non-competitive procurement shall be used only where justified.

9.2 Sole Source Procurement

A sole source procurement may be utilized where:

a) only one supplier exists;
b) proprietary rights exist;
c) patents or copyrights restrict competition;
d) compatibility requirements exist;
e) manufacturer requirements exist.
f) where continuation of existing software, hardware, or hosted services is required and changing vendors would create substantial operational disruption or duplication of costs.

9.3 Single Source Procurement

A single source procurement may be utilized where:

a) operational efficiencies are achieved;
b) standardization is required;
c) unique expertise exists;
d) continuation of service is necessary.

9.4 Additional Circumstances

Non-competitive procurement may be used where:

a) a previous competitive process failed;
b) confidential matters are involved;
c) legal services are required;
d) professional expertise is unique;
e) public safety concerns exist.

9.5 Documentation

All non-competitive procurements shall be documented and approved by the appropriate authority.

PART 10
EMERGENCY PROCUREMENT

10.1 Emergency Authority

The CAO may waive procurement requirements where an emergency exists.

10.2 Emergency Procurements

Emergency procurements may be completed without obtaining quotations or conducting a competitive procurement process.

10.3 Reporting

Emergency expenditures exceeding $25,000 shall be reported to Council at the next regular meeting.

10.4 Contents of Report

The report shall include:

a) nature of the emergency;
b) vendor selected;
c) amount expended;
d) justification for the procurement.

PART 11
PUBLIC AUCTION PROCUREMENT

11.1 General

The Township may purchase goods through public auctions where value can be demonstrated.

11.2 Approved Platforms

Approved auction platforms include:

a) GovDeals;
b) GovPlanet;
c) government surplus auctions;
d) public auction houses;
e) municipal surplus sales.

11.3 Due Diligence

Staff shall undertake reasonable due diligence before completing auction purchases.
Staff shall document the basis upon which the auction purchase was determined to represent best value.

11.4 Authority

Auction purchases shall follow the procurement authority limits established within this By-law.

PART 12
TECHNOLOGY, SOFTWARE AND CYBERSECURITY PROCUREMENT

12.1 Application

This Part applies to the procurement of:

a) software;
b) software-as-a-service (SaaS);
c) cloud-hosted solutions;
d) information technology infrastructure;
e) cybersecurity services;
f) managed technology services.

12.2 Evaluation Criteria

In addition to standard procurement criteria, the Township may evaluate:

a) cybersecurity controls;
b) privacy protections;
c) vendor support capabilities;
d) interoperability with existing systems;
e) scalability;
f) data ownership provisions;
g) disaster recovery capabilities;
h) business continuity planning.

12.3 Data Residency

The Township shall give preference to solutions that store and process municipal data within Canada.

Where a proposed solution stores or permits access to municipal data outside Canada, the vendor shall clearly identify the location of data storage, applicable foreign jurisdictions, privacy protections, cybersecurity controls, and contractual safeguards.

The Township may require Canadian data residency where the CAO determines that the nature of the information, privacy risks, cybersecurity considerations, legislative requirements, or operational needs warrant such a requirement.

12.4 Privacy

Technology procurements shall comply with all applicable privacy legislation.

12.5 Contractual Requirements

Technology contracts may include requirements relating to:

a) data security;
b) breach notification;
c) service levels;
d) business continuity;
e) data return upon contract termination.

PART 13
CONTRACT EXECUTION AND ADMINISTRATION

13.1 Contract Requirement

The Township may require a written agreement for any procurement.

13.2 Contract Execution

The Mayor and CAO shall execute contracts in accordance with applicable Township by-laws unless otherwise authorized.

13.3 Contract Administration

Department Heads shall administer contracts within their areas of responsibility.

13.4 Monitoring

Contract performance shall be monitored to ensure compliance with contractual obligations.

13.5 Amendments

Contract amendments shall be documented in writing.

13.6 Extensions

Contract extensions may be exercised where:

a) permitted by the original procurement documents;
b) funding is available;
c) satisfactory performance has occurred;
d) the extension is in the Township's best interest.

PART 14
INSURANCE, WSIB AND SECURITY REQUIREMENTS

14.1 General

The Township may require insurance, bonds, letters of credit or other forms of security where appropriate.

14.2 Insurance

Suppliers shall maintain insurance satisfactory to the Township and provide evidence of coverage upon request.

14.3 Additional Insured

The Township may require that it be named as an additional insured.

14.4 Workplace Safety and Insurance Board

Suppliers performing work subject to the Workplace Safety and Insurance Act shall provide evidence of WSIB coverage satisfactory to the Township.

14.5 Performance Security

The Township may require:

a) bid deposits;
b) bid bonds;
c) performance bonds;
d) labour and material payment bonds;
e) irrevocable letters of credit.

14.6 Determination

The CAO or Department Head may determine the appropriate security requirements based upon project risk.

PART 15
CONTRACT CHANGE ORDERS

15.1 Purpose

Contract change orders shall be managed in a transparent and accountable manner.

15.2 Authority Levels

Up to 10% of Original Contract Value	Department Head
Greater than 10% up to 20%	CAO
Greater than 20%	Council

The cumulative value of all approved change orders shall be used when calculating percentage thresholds.

15.3 Budget Requirement

Adequate funding must be available before approval of any change order.

15.4 Emergencies

Emergency change orders may be approved by the CAO and subsequently reported to Council.

PART 16
SUSTAINABLE PROCUREMENT

16.1 Objective

The Township shall encourage sustainable procurement practices where practical and financially responsible.

16.2 Considerations

Consideration may be given to:

a) energy efficiency;
b) recycled content;
c) product durability;
d) waste reduction;
e) reusable products;
f) environmental certifications;
g) greenhouse gas reductions.

16.3 Best Value

Environmental considerations shall be balanced with operational requirements and overall value.

PART 17
SURPLUS ASSET DISPOSAL

17.1 Declaration of Surplus

Department Heads shall identify assets no longer required for municipal purposes.

17.2 Disposal Methods

Surplus assets may be disposed of through:

a) public auction;
b) electronic auction platforms;
c) GovDeals;
d) GovPlanet;
e) sealed bids;
f) trade-in arrangements;
g) sale to another municipality or public body;
h) recycling;
i) scrap disposal.

17.3 Disposal Authority

Asset Value Under $25,000	CAO
Asset Value $25,000 to $100,000	Council Notification
Asset Value Over $100,000	Council Approval

17.4 Maximizing Value

Assets shall be disposed of using a method that reasonably maximizes value to the Township.

17.5 Removal of Identification

Township identification shall be removed prior to disposal where practical.

PART 18
BID DISPUTE RESOLUTION

18.1 Debriefings

An unsuccessful bidder may request a debriefing within five (5) business days of award notification.

18.2 Debriefing Contents

The Township shall provide information regarding:

a) evaluation results;
b) strengths and weaknesses of the submission;
c) opportunities for improvement.

18.3 Complaint Process

A formal complaint shall:

a) be submitted in writing;
b) identify the procurement process;
c) identify the alleged concern;
d) provide supporting documentation.

18.4 Review

The CAO shall review complaints and provide a written response.

18.5 Final Authority

The decision of the CAO shall be final unless otherwise directed by Council.

PART 19
PROCUREMENT RECORDS

19.1 Retention

Procurement records shall be retained and disposed of in accordance with the Township's Records Retention By-law, Records Management policies, applicable legislative requirements, and any litigation hold, audit requirement, investigation, or access to information request.

19.2 Contents

Procurement files should include:

a) procurement documents;
b) submissions received;
c) evaluation records;
d) award documentation;
e) executed agreements.

PART 20
GENERAL PROVISIONS

20.1 Severability

Should any provision of this By-law be declared invalid, the remaining provisions shall continue in force.

20.2 Interpretation

The CAO is authorized to interpret and administer this By-law.

20.3 Policy Review

This By-law shall be reviewed at least every five (5) years or sooner where legislative changes require.

20.4 Repeal

By-law 21-665 and all amendments thereto are hereby repealed.

20.5 Effective Date

This By-law shall come into force and take effect upon final passage.

READ A FIRST AND SECOND TIME on September 2, 2026

_____	_____
Ethel LaValley, Mayor	**Bryan Martin, CAO/Clerk-Treasurer**

READ A THIRD TIME, PASSED AND ENACTED on September 2, 2026.

_____	_____
Ethel LaValley, Mayor	**Bryan Martin, CAO/Clerk-Treasurer**

By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers

SCHEDULE "A"
PROCUREMENT APPROVAL AUTHORITY MATRIX

Procurement Value	Method	Approval Authority
Under $10,000	Direct Purchase	Department Head
$10,000 - $25,000	Minimum One Written Quote	Department Head
$25,000 - $75,000	Minimum Three Written Quotes	Department Head
$75,000 - $150,000	RFQ/RFT/RFP	CAO
Over $150,000	RFQ/RFT/RFP	Council

SCHEDULE "B"
EXEMPTIONS

The following are exempt from the procurement requirements of this By-law:

1. Payroll and employee benefits;
2. Tax remittances;
3. Debenture payments;

4. Utility services;
5. Legal settlements;
6. Insurance claim payments;
7. Court ordered payments;
8. Memberships;
9. Conferences and training;
10. Travel and accommodation;
11. Professional development;
12. Election expenses;
13. Property tax adjustments;
14. Inter-municipal agreements;
15. Government transfers;
16. Software subscription renewals;
17. Software maintenance agreements;
18. Cloud hosting renewals;
19. Emergency cybersecurity services;
20. Land acquisitions;
21. Easements;
22. Arbitration and mediation services;
23. Banking services;
24. External audit services appointed by Council.
25. Cemetery interment and care fund transfers;
26. Payments required under collective agreements;
27. Municipal insurance premiums;
28. Municipal Association memberships;
29. Federally or provincially mandated remittances;

SCHEDULE "C"
BID IRREGULARITIES

1. PURPOSE

A bid irregularity is a deviation between the requirements, terms, conditions, specifications or instructions contained within a procurement document and the information provided in a submission.

Bid irregularities shall be classified as either:

a) Major Irregularities; or
b) Minor Irregularities.

2. MAJOR IRREGULARITIES

A Major Irregularity is a deviation from the procurement requirements that:

a) affects price, quality, quantity, scope or delivery;
b) materially affects the outcome of the procurement process;
c) provides an unfair advantage to a bidder; or
d) compromises the integrity of the procurement process.

Submissions containing a Major Irregularity shall be rejected.

3. MINOR IRREGULARITIES

A Minor Irregularity is a deviation from the procurement requirements that:

a) affects form rather than substance;
b) does not materially affect price, quality, quantity, scope or delivery;
c) does not provide an unfair advantage to a bidder; and
d) does not compromise the integrity of the procurement process.

The Township may:

a) waive the irregularity;
b) permit clarification; or
c) permit correction within a specified time.

4. MATHEMATICAL ERRORS

Mathematical errors may be corrected by the Township in accordance with the following principles:

a) Unit prices shall govern over extended totals;
b) Extensions may be corrected by Township staff;
c) Arithmetic errors may be corrected where the bidder's intent is clear.

5. AUTHORITY

The CAO and Department Head shall determine whether an irregularity is Major or Minor and may consult legal counsel where appropriate.

6. BID IRREGULARITY TABLE

Item	Description	Major	Minor	Action
1	Late submission	X		Automatic rejection
2	Submission not received in prescribed format	X		Automatic rejection
3	Required bid security missing	X		Automatic rejection
4	Insufficient bid security	X		Automatic rejection unless deficiency is trivial
5	Required signatures missing	X		Automatic rejection
6	Mandatory site meeting not attended	X		Automatic rejection
7	Mandatory forms missing	X		Automatic rejection
8	Mandatory pricing schedule omitted	X		Automatic rejection
9	Submission incomplete in material respect	X		Automatic rejection
10	Failure to acknowledge addenda	X	X	Rejection or clarification depending upon significance
11	Bid submitted on alternate forms	X	X	Township discretion
12	Qualified submission materially altering requirements	X		Automatic rejection

13	Partial submission where full submission required	X		Automatic rejection
14	Missing information not affecting evaluation		X	Clarification permitted
15	Minor clerical error		X	Clarification permitted
16	Minor typographical error		X	Clarification permitted
17	Uninitialed correction not affecting pricing		X	Clarification permitted
18	Uninitialed correction affecting pricing	X		Automatic rejection unless intent is clear
19	Mathematical extension error		X	Corrected by Township
20	Other mathematical inconsistency		X	Corrected by Township
21	Submission suggesting significant bidder error	X	X	Legal review may be undertaken
22	Any other irregularity	X	X	Determined by Township

7. CLARIFICATIONS

The Township may request clarification from a bidder where:

a) the clarification does not permit the bidder to improve its submission;
b) the clarification does not alter pricing in a material manner;
c) the clarification does not provide an unfair competitive advantage.

8. WAIVER OF MINOR IRREGULARITIES

The Township reserves the right to waive Minor Irregularities where substantial compliance with the procurement documents has been achieved.

9. NO OBLIGATION

Nothing contained in this Schedule shall obligate the Township to waive any irregularity or permit any clarification.

10. TOWNSHIP DISCRETION

The Township retains sole discretion to determine whether an irregularity is Major or Minor and whether a submission will be accepted, clarified, corrected or rejected.

SCHEDULE "D"
INSURANCE REQUIREMENTS

Unless otherwise specified:

Commercial General Liability:
Minimum $5,000,000

Automobile Liability:
Minimum $2,000,000

Professional Liability:
As required by the Township

Cyber Liability:
As required for technology procurements

WSIB:
Current Clearance Certificate Required

The CAO may establish higher insurance requirements where warranted by project risk.

SCHEDULE "E"
COOPERATIVE PURCHASING ORGANIZATIONS

Approved cooperative purchasing organizations include:

- Local Authority Services (LAS)
- Canoe Procurement Group
- OECM
- Supply Ontario
- Sourcewell
- Government of Ontario Vendor of Record Programs
- Government of Canada Standing Offers
- Any successor organization approved by the CAO.