

Conducting Business with Procurement Services

The purpose of this information is to promote understanding and goodwill between the City of Brandon (the City) and organizations wishing to conduct or presently conducting business with the City.

This document is intended to provide a general overview of key procedures and operations and is not to be taken as the complete procurement procedures of the City. It is meant to facilitate doing business with the City.

The City of Brandon utilizes the competitive bid process and welcomes your bids. The function of Procurement Services is to obtain goods, services and construction in the most cost effective manner possible and to control the issue, usage and disposal of these items on behalf of the City Council of Brandon, in the best interests of the citizens of Brandon.

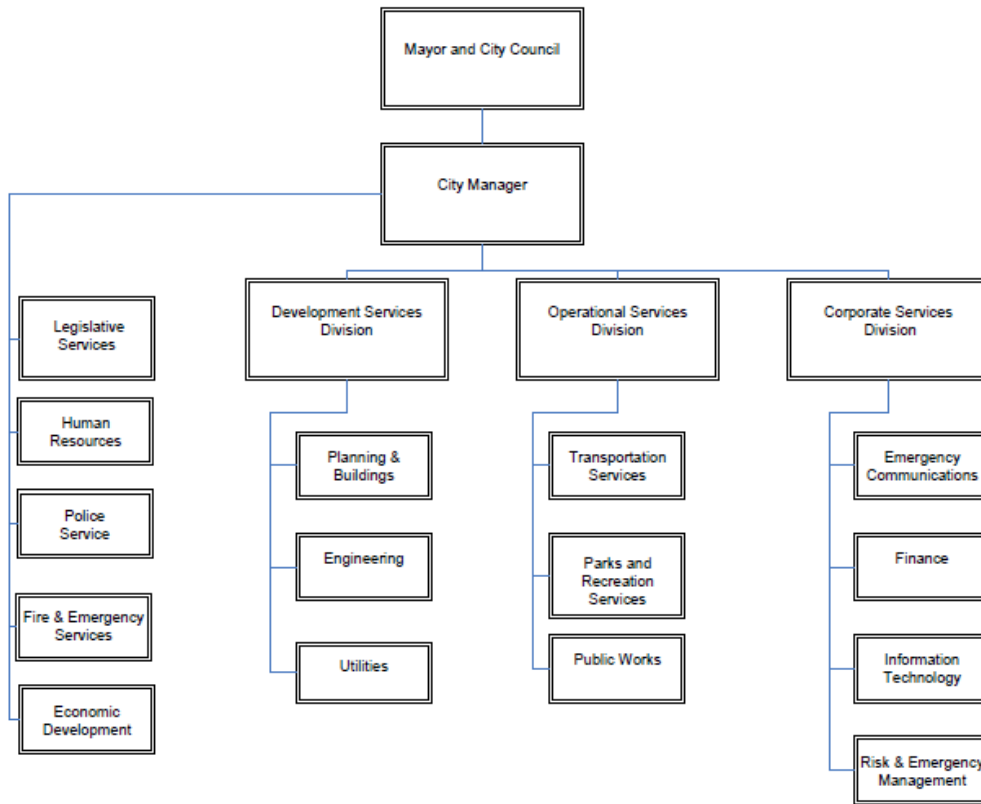
The Procurement Services department is responsible for managing the City's bid process and is located at the following address:

City of Brandon - Procurement Services
Finance Department
Main Floor – City Hall
410 - 9th Street
Brandon, Manitoba R7A 6A2

Procurement Services contact information is:

Accounts Payable Clerk	(204) 729-2224	payables@brandon.ca
Procurement Clerk – Purchase Orders	(204) 729-2261	purchorder@brandon.ca
Procurement Clerk - Bid Opportunities	(204) 729-2251	purchasing@brandon.ca
Procurement Specialist	(204) 729-2526	purchasing@brandon.ca
Procurement Manager	(204) 729-2252	purchasing@brandon.ca

Procurement Services is responsible for procuring most goods, services and construction for all departments of the City of Brandon, which include:



The City of Brandon has an extremely high ethical standard and is guided by:

- [City of Brandon Tendering & Procurement Policy](#);
- The Code of Ethics for the City of Brandon;
- [The Code of Ethics for Supply Chain Canada](#); and
- [The Canadian Free Trade Agreement – Chapter Five, Government Procurement](#).

Rules of conduct for City employees forbid them from accepting gifts, bribes or gratuities from any businesses dealing with the City.

OBTAINING INFORMATION REGARDING CITY BID OPPORTUNITIES

The City of Brandon does not maintain a vendor list. Bid opportunities, including any addenda that may be issued, are available for interested parties to download, free of

charge, directly from the City of Brandon's [Purchasing & Tenders](#) website. The City does NOT email bid documents. If you require assistance downloading a bid opportunity from the website, review the procedure [here](#) or call Procurement Services at (204) 729-2251.

Prospective bidders can register for automatic email notifications, for bid opportunities when posted, based on categories of interest. Information regarding automatic notification can be reviewed [here](#).

Prospective bidders are required to submit contact information in order to download the bid document(s). This information is used by the City to distribute addenda or subsequent information for a project to prospective bidders who have downloaded the bid document(s) for a bid opportunity. If prospective bidders do not enter valid contact information (i.e., a valid email address), the onus is on the prospective bidder to check the [City website](#) for any addenda that may be issued for a bid opportunity.

Depending on the project budget, information regarding bid opportunities may be posted on [MERX](#) (electronic Tendering system). The MERX advertisement is information only prospective bidders will be directed to visit the City of Brandon website to obtain the bid document(s).

WHO CAN DO BUSINESS WITH THE CITY?

In most cases, any individual person, partnership, corporation or firm, is eligible to do business with the City, provided they conform to City rules and regulations and can provide the necessary bid bonds and performance security when required. Many awards require contracts and agreements to be signed by the successful bidder. In some cases, security checks may be required for persons employed by contractors that are doing work for the City (i.e., cleaners of City owned facilities). Bonding on contractors' employees may also be required in some cases.

WHEN CAN THE CITY TERMINATE A CONTRACT?

The City has the right to terminate a contract for any failure of the Contractor to perform the work or to adhere to specifications, for the use of sub-standard equipment or items, or for the failure to commence work or deliver the goods by a specified date.

CAN THE CITY IMPOSE PENALTIES?

Yes, the City can impose a penalty for failure to perform or complete by a certain specified date or for failure to deliver the complete order by a specified date, as indicated in the bid opportunity's and/or contract.

BID RESULTS

Unevaluated Bid Results are posted on the [City website](#) after the item has been opened. The results posted are pending review of applicable taxes (G.S.T. and MB R.S.T.) and conformance with the requirements of the bid opportunity. For Tenders and Quotations, the Unevaluated Bid Results will indicate the company name and Total Bid Price of those who have submitted bids. For Proposals, only the company name will be indicated on the Unevaluated Bid Results. Unevaluated Bid Results are not posted for Firm Price Lists.

NOTE ON TENDERS: Subsequent to a public tender opening where the bidder's name(s) and total tender amount(s) have been read out to all present, Procurement Services will only divulge the same information that was read out at the opening to those who request the information. Procurement Services will not share the breakdown of prices or line item pricing as this information is given in confidence and if divulged to a competitor could be used to the detriment of the company in future competitive bids.

The City awards bid opportunities based on the lowest or best evaluated bid. Bidders are reminded not to take action and assume they are the successful bidder until notified by the Procurement Manager in writing. The City must consider several factors prior to the award of a bid opportunity. These factors include but are not limited to:

- Bid compliance;
- Submission of proper support documents (bid bonds, performance security, specification sheets, and other documentation as indicated in the bid opportunity's submittal requirements);
- Adherence to specifications and/or evaluation criteria;
- Proper calculation of taxes and total bid price; and
- Bids submitted being within the project's budget.

Upon award of the bid opportunity, Procurement Services will forward a Letter of Notification to all bidders who submitted bids advising of the accepted successful bid. If you have not submitted a bid but wish to know to whom a bid opportunity was awarded, refer to the [City's website](#). Award information will be posted in the "Award Document" section of the bid opportunity.

SUMMARY:

This information was provided to assist you and reduce the chance of conflict due to a misunderstanding of the process. In order to maintain the integrity of the procurement process, Procurement Services protects the interests of the City, the public and those participating in the procurement process. Honesty, fairness and effective use of tax dollars are Procurement Service's top priorities.

For general inquiries regarding the City's competitive bid process, please contact Procurement Services at (204) 729-2251 or e-mail purchasing@brandon.ca.