

# Corporate Policy and Procedure



Policy No. 03-06-02  
Page 1 of 4  
Effective Date 2002 01 16  
Supersedes 1975 06 25

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TAB: CORPORATE ADMINISTRATION  
SECTION: ACQUISITION / DISPOSAL OF GOODS AND SERVICES  
SUBJECT: BID OPENINGS

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**POLICY STATEMENT** All sealed bids received in response to formal bid requests are opened at public bid openings and price-related information is made available to the public, unless otherwise specified in the bid documents.

**PURPOSE** Price is just one of the factors that are considered in recommending a bid award. Public openings of sealed bids and disclosure of price-related information are undertaken in an effort to ensure that all vendors are treated equitably, and that the integrity of the acquisition process is maintained.

This policy applies to all bids received in response to publicly advertised requests, and all bids received from vendors who were pre-qualified and invited to respond to a formal bid request.

**LEGISLATIVE AUTHORITY** This policy complies with the provisions of City of Mississauga By-law 613-91, as amended, which governs the acquisition of goods and services and the disposal of surplus goods.

Disclosure of information is subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

**DEFINITIONS** For the purposes of this policy, the following definitions apply:

Purchasing By-law By-law 613-91, as amended.

Formal Bid Request A "formal bid request" is any solicitation, valued at over \$50,000

# Corporate Policy and Procedure



Policy No. 03-06-02  
Page 2 of 4  
Effective Date 2002 01 16  
Supersedes 1975 06 25

---

issued on the City of Mississauga's standard tender or proposal forms, responses to which are required by the purchasing by-law to be opened or acknowledged as received in a public forum.

## Purchasing Agent

The "Purchasing Agent" is the Commissioner of Corporate Services and Treasurer or designate.

## Purchasing Assistant

The "Purchasing Assistant" is a Buyer or Purchasing Clerk from the Purchasing section of Materiel Management, Corporate Services Department.

## Bid Opening Committee

A Bid Opening Committee is responsible for the opening of all sealed bids received in response to a formal bid request, and is comprised of:

- ! the Purchasing Agent;
- ! the City Clerk, or designate
- ! the requisitioning department head's representative, if needed; and
- ! a Purchasing Assistant, if needed.

## DATE AND TIME OF BID OPENINGS

The dates and times of public bid openings are specified in the request. Usually, bids are opened at 2:30 p.m. local time, on Tuesdays. If the volume of requests makes it necessary to hold additional public openings, they are normally held on Thursdays.

## WHO ATTENDS BID OPENINGS

All members of the Bid Opening Committee must attend public bid openings. Any member of Council, City staff or the general public may also attend.

The following bid opening statement is read out by a member of the committee, prior to the opening of bids:

"As Chairperson of this Bid Opening Committee, I will be announcing total bid amounts only. Please note that any decision as to acceptance or rejection due to irregularities will not be made until a review has been conducted and bidders should not conclude any

# Corporate Policy and Procedure



Policy No. 03-06-02  
Page 3 of 4  
Effective Date 2002 01 16  
Supersedes 1975 06 25

---

particular results from this reading. The ringing of personal cell phones or pagers, and personal communications devices, is not permitted at this session. I would like everyone having these devices to please turn them off now.”

## DISCLOSURE OF INFORMATION

The following information related to each formal bid request is read out by the Purchasing Agent at the public bid opening:

- ! the bid request number and procurement project description;
- ! the name of the company submitting the bid;
- ! the amount(s) of the total bid, or sub-totals, plus any applicable trade-in amounts, if appropriate;
- ! whether or not a surety is enclosed.

Note: Bid amounts will be read out at the public bid opening unless the bid request documents specify otherwise. For example, bid amounts may not be read out in cases where there are many unit prices requested and the bid document does not provide for a total bid amount.

Information regarding bids submitted may be obtained from the Purchasing section of Materiel Management after the bid opening. Provision of information is subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act.

## BID SUMMARY

All bid amounts and surety details are recorded on an official bid summary sheet as they are read out. In the event that a total bid amount is not readily available and cannot be read out, the summary is so noted and signed by two members of the Bid Opening Committee.

Mathematical calculations will be checked by Purchasing staff. If this responsibility is to be delegated to the requisitioning department, the summary is so noted.

At the completion of the bid opening process, all members of the Bid

# **Corporate Policy and Procedure**



Policy No.	03-06-02
Page	4 of 4
Effective Date	2002 01 16
Supersedes	1975 06 25

---

Opening Committee must initial the summary sheet. If the bid amount is not read out at the bid opening, all price-related pages included in the bid submission and any strikeouts or corrections made by the bidder on these pages must be initialled by two members of the Bid Opening Committee.

## **BIDDER'S RECOURSE**

If the bidder wishes to register a bid protest, he or she should contact the Buyer. Refer to Corporate Policy and Procedure - Bid Protests.

## **REFERENCE:**

GC-0016-2002 - 2002 01 16

## **CONTACT:**

For more information, contact Materiel Management, Corporate Services Department.