City of Mississauga

Corporate Policy & Procedure

Bidding Procedures for Medium Value and High Value Acquisitions

Policy number:	03-06-11
Effective date:	March 31, 2020
Last review date:	November 18, 2026
Accountable division:	Corporate Business Services/Procurement Services
Approved by:	Leadership Team

Policy Statement

All competitive bidding opportunities for High Value Acquisitions are publicly advertised. All competitive bidding opportunities for Medium Value Acquisitions are by invitation only. Bids received in response are received and opened electronically.

Purpose

The City of Mississauga conducts fair and consistent bidding processes and ensures equitable treatment of all Bidders. Public disclosure of information, where applicable, ensures that the integrity of the bidding process is maintained.

This policy outlines the electronic Bid submission and Bid Opening processes and provides direction to staff in the event that tied Bids are received, or cancellation and reissuing of a Bid Request is required.

Scope

This policy applies to all competitive Medium Value and High Value Acquisition bidding processes undertaken and approved in accordance with the Procurement By-law.

Legislative Authority

This policy complies with the City of Mississauga Procurement By-law 0013-2022, as amended.

Disclosure of information is subject to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). For additional information on MFIPPA refer to Corporate Policy and Procedure – Privacy and Corporate Policy and Procedure – Accessing City Information.

Definitions

For the purposes of this policy:

“Award” means the selection of the Bidder and the Bidder’s goods and/or services, as accepted by the City.

“Bid” means an offer or submission from a Bidder, received in response to a Bid Request.

“Bid Opening” means the electronic opening of a Publicly Advertised High Value Acquisition Bid received in response to a Bid Request.

“Bid Request” means a solicitation from the City to potential bidders to submit a Bid.

“Bidder” means any legal entity submitting a Bid.

“Buyer” means a Buyer in the City’s Procurement Services Section, Corporate Business Services Division who is assigned responsibility for a particular procurement and who is the City’s Procurement Representative for the purposes of the Website.

“City” means the Corporation of the City of Mississauga.

“Contract Manager” means a City employee to whom a departmental director has delegated procurement process responsibility and/or contract management responsibility.

“Domestic Supplier” means a supplier that:

a) Has its headquarters or principal place of business in any province or territory of Canada, or
b) Has at least 65% of its employees in Canada at the time of the bid submission for the applicable procurement process

“High Value Acquisition” (HVA) has the same meaning ascribed to it in the Procurement By-law.

“Medium Value Acquisition” (MVA) has the same meaning ascribed to it in the Procurement By-law.

“Manager” means a Manager of Procurement Services, Corporate Business Services Division, Corporate Services Department or their designate, in writing.

“Procurement By-law” (the “By-law”) means the City’s Procurement By-law 0013-2022, as amended.

“Procurement Services” means an organizational unit of the Corporate Business Services Division of the Corporate Services Department responsible for the procurement of all goods and services for the City and the administration of HVA procurement processes.

“Publicly Advertised Bid Request” means the advertising by the City of a Bid Request on the internet.

“Website” means the City of Mississauga Bidding Opportunities Website.

Electronic Bidding System

The City has established the “City of Mississauga Bidding Opportunities Website” (the “Website”) for the purposes of:

- Publicly advertising notice of HVA bidding opportunities

- Conducting invitational bidding opportunities for MVAs
- Providing Bidders with the ability to prepare their Bids electronically
- Receiving Bids electronically
- Opening Bids electronically and posting relevant Bid information, and
- Electronically managing communications and distribution of information to Bidders during bidding processes

Publicly Advertising Notice of HVA Bidding Opportunities

A notice to potential Bidders of each competitive HVA bidding opportunity is posted on the Website. The form and content of the notice and the notification posting times are in accordance with applicable trade agreement requirements.

Invitational MVA Bidding Opportunities

Invitational MVA bidding opportunities must include a minimum of three (3) Domestic Suppliers. When identifying Domestic Suppliers, the Contract Manager must:

- Ensure the requirements to be deemed a Domestic Supplier, as set out in the definitions section of this policy, are met
- Include suppliers based in Mississauga, where possible
  - Contract Managers may rely on their experience and professional networks
  - Additional resources include, but are not limited to, Invest Mississauga Business Directories (reference: investmississauga.ca)
- Include suppliers who are likely to advance the City's objectives with respect to sustainable procurement, where possible
  - Contract Managers may rely on their experience and professional networks
  - Supplier diversity lists are available in the resources section of the Sustainable Procurement page on Inside Mississauga
- Ensure that suppliers have the integrity and reliability to perform the requirements of the Contract, and
- Ensure that suppliers have the financial and technical capacity to perform the requirements of the contract

Electronic Preparation of Bids

Each Bidder is responsible for preparing their Bid electronically on the Website, following all instructions, using the forms provided and attaching all requested information.

Electronic Communications

Bidder inquiries are managed through the Website. The Buyer will respond to the Bidders inquiries and/or issue addenda to the Bid Request, as required and where applicable.

Electronic Submission of Bids

The closing date and time for submission of Bids is stated in each Bid Request.

The City will only accept electronic Bids submitted through the Website. Bids submitted and/or received by any other method will be rejected.

A Bid will be considered to have been submitted only when it has been accepted by the Website.

The Website will not accept late Bids. Late Bids will not be accepted by the City under any circumstances.

In the event that the Website is unavailable to Bidders, the Buyer will communicate with Bidders to provide alternate instructions and extend the closing date and time if required.

Electronic Bid Openings

All Bids received are held securely by the Website. At a time specified on the Website following the closing date and time, all Bids received in response to the Bid Request will be automatically "unlocked" for the Buyer's review.

Unofficial results will not be posted on the Website. Once an award determination is made and a contract executed, the Buyer will update that Website with the name of the awarded Bidder(s) and awarded Bid amount(s).

Bid Results will not be provided in any other manner.

Tied Bids

In the event of two or more tied Bids, those Bids will be reviewed and/or evaluated in accordance with policy. If after review and/or evaluation two Bids continue to be tied, and are contenders for Award, the Award will be recommended to the bidder who submitted their bid first, in accordance with the time stamp in the City's Website.

Cancelling Bid Requests

The Manager may cancel a Bid Request, in whole or in part, if:

- The Bid Request contains errors or omissions which, in the opinion of the Manager, would result in an unfair process if an Award was made, or
- The goods and/or services are no longer needed, or
- All acceptable Bids received exceed the budget for the procurement or the fair market value and negotiating with the Bidder with the best value or lowest priced Bid is unlikely to yield an acceptable offer, or
- An opportunity arises and it is advantageous for the City to purchase through another government contract, or
- A determination has been made that the bidding process has been compromised, or
- The scope of the procurement has changed, or
- Any other reason, as outlined in the Bid Request

The Manager may cancel an HVA Bid Request with the approval of the Contract Manager, section manager and Buyer, by way of execution through the City's internal authorization process.

Procurement Notices

The Buyer will issue electronic notifications to Bidders, as required during a procurement process, including a Notice of Procurement Results on completion of review and/or evaluation of Bids and, to the successful Bidder(s) upon approval to award a contract, a Notice of Contract Award.

Retention of Bids

Procurement Services is responsible for the safekeeping of Bids and retention of all Bid Request process documentation in accordance with the City's Records Retention By-law, as amended.

Revision History

Reference	Description
LT – 2020 03 31	
March 14, 2022	Housekeeping due to reorg and new Procurement By-law.
August 2, 2023	Scheduled review. Minor administrative revisions to clarify the process for bid openings, cancelling bid requests and communicating with bidders.
December 11, 2023	Housekeeping changes to reference the Privacy and Accessing City Information policies.
March 24, 2025	Housekeeping revision to align definitions with Procurement By-law.
2026 11 18	Scheduled review. Housekeeping revision to align policy with EUNA (new procurement system).