



Supplier Quick Guide

defensible integrity ethics
accountable compliance
fair impartial transparent professionalism honesty

VIEW PUBLIC BIDS
caledon.ca/purchasing
caledon.bidsandtenders.ca

Quick Tips

1. The Town does not accept unsolicited offers or supplier-initiated sales calls. Suppliers interested in providing sales material to the Town may do so by e-mailing departments directly or by dropping off sales materials to these departments. Suppliers are asked to limit their sales materials to a maximum of 5 pages.
2. No communication with suppliers during the Blackout Period is permitted by Town staff or Council. This period starts when a bid document is issued and ends when the contract is signed and made public. All inquiries are to be directed to the designated Buyer stated in the bid document. Suppliers may be disqualified from bidding on Town contracts if they do not adhere to the Blackout Period, or lobby in any form.
3. Read the bid document thoroughly and respond to the information requested.
4. Customize your responses to each bid solicitation based on requirements. Avoid generic responses.
5. Use the question period to ask questions or offer suggestions.
6. If you have products or services that contain “green” features and benefits, ask a question during the question period to inquire if the product or service will be accepted as an approved alternate.
7. Read all addenda. They form part of the bid document. It may affect your submission.
8. Do not qualify your bid by making any changes or alterations to the bid document. Ask a question during the question period to clarify or suggest any changes.
9. References should include relevant comparable projects.
10. Have another member of your team read and peer review all documents prior to submitting.

Our Procurement Goals

1. Encourage an open and competitive bidding process;
2. Provide objective and equitable treatment of all suppliers;
3. Ensure accountability and transparency while protecting the financial interests of the Town and obtaining the best value;
4. Protect the integrity of the Town, the public and participants;
5. Acquire goods and services which will conserve energy and help to preserve and protect the environment.

Purchasing Thresholds

Interested in doing business with the Town? Consider these guidelines.

Procurement type	Purchase value	Process
Direct Acquisition	Up to \$10,000	Minimum of one quotation using Town quotation templates. Issued by individual departments
Informal Acquisition	Over \$10,000 and up to \$50,000	Minimum of three quotations using Town quotation templates. Issued by individual departments
Formal Acquisition	Over \$50,000	Public bidding process. Managed by the Purchasing Division
Single and Sole Source – Nonstandard Procurements	Up to \$50,000	Negotiation with the Manager of Purchasing & Department
Single and Sole Source – Non-Standard Procurements	Over \$50,000	Negotiation with the Manager of Purchasing & Department. Council approval required



Contact Us

GENERAL INQUIRIES

The Corporation of the Town of Caledon
Finance & Infrastructure Services Department
Purchasing & Risk Management Division

6311 Old church Road
Caledon, ON L7C 1J6
905.584.2272
1.888.225.3366 x.4166
purchasing@caledon.ca.

PUBLIC BIDDING OPPORTUNITIES

All public bidding opportunities are posted on the Bids and Tenders website **caledon.bidsandtenders.ca**

For technical assistance with the bids and tenders process, suppliers are encourage to visit the Bids and Tenders website or contact Customer Care by email at support@bidsandtenders.ca or by phone at 1.866.691.5528.