

Doing Business with the Town of Ajax

Frequently asked questions to help get you started...



The Procurement Section is responsible for the purchasing of goods, services and construction for the Town of Ajax.

What does the Town buy?

- **Goods:** such as uniforms, vehicles, fire trucks, office equipment, janitorial supplies
- **Services:** such as consultants, landscaping, janitorial services, snow clearing, security
- **Construction:** such as road, bridges and building repairs

Will I need to provide insurance?

Common Risk Requirements

Any vendor contracted to provide goods or services may be required to provide proof of valid insurance in advance of any work.

- \$5 million Commercial General Liability
- \$2 million Automobile Liability
- WSIB Clearance Certificate (or Independent Operator Letter) or waiver if applicable.

Additional insurances or higher values may be required based on the type of work. Vendors may be required to complete their information on the Town's form.

How to become a vendor?

1. Directly contact Departments - Town staff can buy from vendors and/or request quotes to the limit of the department dollar threshold (total value of \$10,000 or less) as approved in the current Procurement By-law.
2. Register with Bids and Tenders to receive bid notices for purchases that require a competitive bid.
 - All purchases at a value that requires a competitive bid in accordance with the By-law are published on the Bids and Tenders website at ajax.bidsandtenders.ca
3. The Town has several registries and uses a pre-qualification process to expedite and enhance the procurement process ensuring quality and value for money.

4. Watch for bid opportunities with our partners. The Town of Ajax participates in contracts with the following groups:
- Durham Purchasing Co-operative
 - Group Local Authority Services (LAS)
 - Canoe Procurement
 - Ontario Education Collaborative Marketplace (OECM)
 - Ministry of Government and Consumer Services ~ Supply Chain Ontario
 - Canadian Collaborative Procurement Initiative (CCPI)

The Town has no official Bidder's List or application form. It is recommended that you review the Bid Opportunities posted on the town's website or register with a subscription to be notified of projects issued through a formal competitive bid process.

Where do I find bid requests?

Check the Town's Bids and Tenders website for new bid opportunities.

How do I register with Bids and Tenders?

Town of Ajax vendors can view, register and download bid opportunities online. The purchase of an eProcurement subscription with a 3rd party replaced the "Purchasing Section Fees" for printed documents. Subscriptions are available on an annual basis (for all agencies who use this platform) and on a per bid basis. Costs and support for registration – contact Bids and Tenders directly.

How do I submit a bid?

On the Town of Ajax bid opportunities website there is a link for a Vendor Guide see **ajax.bidsandtenders.ca**

For more instructions on how to use the Bids and Tenders website, visit Bids and Tenders directly. Check out the resources under Suppliers and Support, or call their customer service team at 800-594-4798.

Vendor Performance

The Town has an established vendor performance program which tracks awarded vendors and their performance on Town projects and contracts. This program helps to resolve issues, recognize good performers and provide a tool to discontinue work due to poor performance. This helps us ensure the best value for tax dollars.

Ethics

The Procurement team abides by a professional code of ethics of fair, open and transparent procurement in accordance with legislation, laws and trade treaties.

The Town of Ajax follows the professional standards of the Ontario Public Buyers Association (**OPBA.ca**) and the Institute for Public Procurement (**NIGP.org**)

More information and the Procurement Bylaw can be found on the Town's website **ajax.ca** under **Business and Growth, Bid Opportunities**.

The Procurement By-law establishes the authority and sets out the methods by which the Town of Ajax will procure Goods and/or Services subject to approved exceptions.

If you have questions, contact the Procurement Team at **procurement@ajax.ca**

Town of Ajax

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