



## The Corporation of the Municipality of Red Lake

### FINANCIAL SERVICES AND CONTROL POLICY MANUAL

**Subject:**  
Tender/Request for  
Proposal/Quotation Process

**Approval Date:**  
May 20<sup>th</sup>, 2025

By-Law No. 34-2025

#### 4.15 Tender/Request for Proposal/Quotation process

##### 1 Purpose

The purpose of this policy is to provide guidance to the general public and potential proponents/bidders with respect to the Tender/Request for Proposal (RFP)/Quotation process and to establish internal guidelines for staff. This policy is an extension of the Procurement of Goods, Services and Disposal of Assets By-Law and must align with its provisions.

##### 2 Scope

This policy applies only to the procurement of goods and services on purchases in excess of \$30,000 including taxes whereby sealed tenders, sealed Request for Proposals, sealed written Quotations shall be obtained in accordance to the Procurement By-Law.

##### 3 Definitions

- 3.1 Addenda or Addendum – means such further additions, deletions, modifications or other changes to the bid document.
- 3.2 Bidder – means a legal entity submitting a competitive bid in response to a Call by the Municipality of Red Lake.
- 3.3 Quotation – shall mean to state or provide, in writing, a price for securities, goods, services or construction.
- 3.4 Proponent – means any legal entity submitting a Proposal in response to a Request issued by the Municipality of Red Lake
- 3.5 RFP (Request for Proposals) – means a written bid or offer solicitation that is used to acquire Goods, Services or Construction. The RFP process encourages different solutions from vendors and actively searches for better and more creative ideas for supply contracts. The RFP provides a process whereby the negotiation and award is based on demonstrated competence, qualifications and the technical merits of the proposal at fair price.
- 3.6 Tender – shall mean a publicly advertised bid or offer of solicitation with a formal bid or offer, in writing, based on tender documents outlining specifications, materials, description and quantities, security, insurance, completion date, etc.



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---	--	--------------------

#### 4 Advertisement

4.1 All Tender/RFP Calls shall be advertised on at least:

4.1.1 One electronic procurement system accessible to Canadian suppliers, such as MERX or Biddingo, in accordance with Schedule B – Approval Authority of the Procurement By-Law.

i) Advertisements must be posted for a minimum of 15 calendar days.

ii) Tender/RFP Calls above the CETA or CUSMA thresholds must be advertised for the minimum post period found in the agreement.

4.1.2 Additional advertising may be placed in regional newspapers, trade publications, and the Municipal website.

4.2 Quotation Calls between \$30,001-\$100,000 may be advertised at the discretion of the Requisitioning Department Head. A minimum of 15 days must be allowed.

#### 5 Distribution

5.1 Packages may be picked up in person at the Municipal Office during regular business hours or downloaded via the municipal website at [www.redlake.ca](http://www.redlake.ca). Packages shall not be faxed.

5.2 All proponents/bidders must complete a *Registration Form* to ensure notification of addenda (if any) and provide the ability to ask questions related to the bid document. The Municipality of Red Lake will not be responsible for proponents/bidders who fail to register and miss critical information.

5.3 The *Registration Form* shall be returned immediately to the Municipal Office via email ([procurement@redlake.ca](mailto:procurement@redlake.ca)).

#### 6 Submission

6.1 In person submission:

6.1.1 Two (2) original hard copies of the bid document must be received by the Procurement office, unless the bid document specifies otherwise.



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---	--	--------------------

6.1.2 The submission must be sealed, with the project name and bidder's name clearly indicated.

6.1.3 Submissions must be legible, written in ink or typed, with the unit price for the item(s) required and other entries clearly shown, unless the bid document permits otherwise.

6.1.4 See 6.3.3 for rules regarding alterations or overwriting.

#### 6.2 Corporation website submissions and e-tendering submissions:

6.2.1 Submissions via the corporate website or an approved e-tendering platform may be permitted at the discretion of the Municipality for specific procurements where deemed appropriate and explicitly stated in the bid document.

6.2.2 Bidders must upload their complete bid package, including all required forms, addenda acknowledgments, and supporting documents, in the designated submission portal before the submission deadline.

6.2.3 The submission must be in PDF format unless otherwise specified in the bid document.

6.2.4 Bidders will receive an automated confirmation of receipt upon successful submission. If a confirmation is not received within one hour, the bidder must contact the Procurement office.

6.2.5 Late submissions will not be accepted. The official submission time will be based on the system-generated timestamp at the time of receipt, regardless of the bidder's upload time.

6.2.6 Submissions made through the corporate website or e-tendering platform will remain confidential and will not be accessed until the official opening time.

6.2.7 Any technical issues preventing submission are the responsibility of the bidder, and no exceptions will be made for late submissions due to system errors or connectivity issues on the bidder's end.

6.2.7.1 Bidders are encouraged to submit early to avoid last minute issues.



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---	--	--------------------

#### 6.3 Adjustments

6.3.1 Adjustments, by any means, are strictly prohibited. Only full subsidizing submissions may be made prior to closing.

6.3.2 No alterations, erasures, overwriting, or strikeouts are permitted; any bid containing such will be automatically rejected in accordance with Schedule D – Bid Irregularities of the Procurement By-Law.

#### 7 Withdrawal Procedures – Prior to Closing

7.1 A bid document may be withdrawn at any time up to the official closing time with the exception of bids submitted with a bid bond.

7.2 The request must be submitted in writing on official company letterhead and signed by the same individual who signed the bid submission or a designated representative.

7.3 Withdrawal requests will be accepted via in person or via email.

7.3.1 Telephone requests will not be considered.

7.4 Withdrawn bid documents will remain unopened and will be announced as 'Withdrawn' at the public opening.

7.5 After the award, withdrawn bid documents submitted in hard copy will be returned to the submitting bidder.

#### 8 Re-Submission

8.1 The withdrawal of a bid does not disqualify a proponent/bidder from submitting another bid on the same contract.

8.2 A bidder wishing to submit a bid after having withdrawn their bid may do so before the closing time.

8.3 A bidder who has already submitted but wishes to make an adjustment may submit a revised bid before the closing time.



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By-Law No. 34-2025

- 8.4 The last submission received shall supersede and invalidate all previous submissions from the same bidder.

#### 9 Receiving and Opening Bids

- 9.1 The Municipality shall maintain a secure record of all submissions until the official opening including time received.
- 9.2 The official bid opening shall be held publicly at the Municipal Office as soon as possible after the closing time.
- 9.3 The Procurement Specialist or designate, appointed by the Treasurer, shall conduct the public opening.
- 9.4 The requisitioning Department Head, or designate, and at least one (1) other staff member to record the tender opening shall be in attendance.
- 9.5 Members of the public attending must sign in.
- 9.6 At the official opening, the following information shall be read aloud for all submissions, regardless of delivery method:
- 9.6.1 Tenders: The bidder's name and total price, including HST, shall be read aloud and recorded.
- 9.6.2 RFPs/Quotations/Sealed Bids for surplus property (excluding real estate) – Only the proponent's name shall be read aloud.
- 9.7 Openings shall occur sequentially if multiple bids are being opened on the same day.
- 9.8 The Municipality reserves the right to review and correct any reading errors.
- 9.9 Results are unofficial upon completion of the opening process.
- 9.10 Any bid irregularities shall be addressed as outlined in Schedule D – Bid Irregularities of the Procurement By-Law.



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---	--	--------------------

9.10.1 Any decision as to acceptance or rejection of submissions due to irregularities shall not be made until a review by the requisitioning Department Head and Procurement Department has been conducted.

9.10.2 Proponents/bidders are not to conclude any particular award results from the opening itself.

9.10.3 Results will be published according to the bid solicitation document.

#### 9.11 Late Submissions

9.11.1 Bid documents received after the closing time will not be considered.

9.11.2 If received in person, the submission will be returned unopened.

i) If no address is visible, the Procurement office will open it, obtain the address, and return it to the bidder with an explanation within 7 calendar days of receipt.

9.11.3 If received by email, an email indicating that the submission was received after closing time will be sent.

9.11.4 The Municipality assumes no responsibility for bid documents received after the closing date and time.

#### 10 Cancellation and Timetable Changes

The Municipality reserves the right to cancel or change the timetable of a Tender/RFP/Quotation Call at any time.

10.1 Cancellations and timetable changes shall be communicated via addendum.

10.2 Cancellations and timetable changes shall be communicated via the same media used for advertising as well as the Municipality website. Written notice shall also be sent via email to all registered proponents/bidders.

10.3 Upon cancellation of a procurement, any unopened bid submissions shall be returned to the bidders.

#### 11 Addenda



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By-Law No. 34-2025

All addenda shall be communicated via the same media used for advertising as well as the Municipality website. Written notice shall also be sent via email to all registered proponents/bidders.

11.1 Addenda form part of the bid document and shall be submitted along with the originally distributed bid document.

#### 12 Questions

All questions related to bid documents, including matters of clarification or otherwise, shall be directed to the Procurement department in written form and emailed to [procurement@redlake.ca](mailto:procurement@redlake.ca).

12.1 Responses to questions will be communicated by way of an addendum prepared by the Procurement department.

12.2 A deadline for submission of questions will be noted on the bid document.

#### 13 Evaluation

All competitive procurement processes shall require an Evaluation committee responsible for reviewing, assessing and rating compliant bids.

13.1 The evaluation committee is comprised of one (1) staff member from the Procurement department, the Treasurer, and the requisitioning Department Head.

13.2 Evaluation shall follow the methodology set out in the bid document, using a consensus process and individual scoring matrices, as outlined in the Procurement By-Law.

#### 14 Public Information

14.1 RFPs, Quotations, and Sealed Bids for surplus property.

At the public opening of RFPs, Quotations or Sealed bids for surplus property (excluding real estate), only the names of proponents will be read aloud.

14.1.1 Total pricing and scoring information will not be disclosed at this stage to preserve the integrity of the evaluation process.



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By-Law No. 34-2025

14.1.2 A copy of the Unofficial Results Form, containing only the list of proponents, will be available to registered proponents upon request following the public opening.

#### 14.2 Tenders

At the public opening of Tenders, both the names of bidders and their total bid amounts (including HST) will be read aloud and recorded.

14.2.1 This information is considered public at the time of opening and will be documented on the Unofficial Results Form.

#### 15 Awards

Awards will be communicated through public posting on the Municipality's website. The Municipality will also make reasonable efforts to notify unsuccessful bidders/respondents directly via email.

15.1 Award notification will occur as outlined in the bid solicitation timetable.

15.2 The total contract value for all procurement types (Tenders, RFPs, Quotations) will be included in the public Staff Report to Council or Committee of the Whole, if required under Schedule B – Approval Authority.

15.3 Evaluation scores or detailed pricing breakdowns for all procurement types will remain confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), unless disclosure is legally required.





## REGISTRATION FORM

To ensure notification and receipt of any addendums issued for this project, proponents/bidders must complete and submit the Registration Form. Only those who have submitted the form will be added to the registry and will receive any addendums directly, if issued.

Proponents/bidders who **do not** complete and submit the Registration Form are solely responsible for monitoring and obtaining any addendums themselves. The Municipality of Red Lake is not responsible for informing unregistered proponents/bidders.

All issued addendums will form part of the official proposal document and must be submitted with the originally distributed proposal package.

Please return the completed form **by email to** [procurement@redlake.ca](mailto:procurement@redlake.ca).

Project Name	
Closing Date	
Company Name	
Principle Contact	
Address	
Address (Line 2)	
City and Province	
Postal Code	
Telephone	(     )
Facsimile	(     )
Email address	
Date:	

The Corporation of the Municipality of Red Lake



UNOFFICIAL RESULTS FORM

RFP/QUOTATION RESULTS

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

No.	Proponent's Name	Total Base Amount including HST (not to be read aloud – recorded only)

Requisitioning Dept. Head Signature: \_\_\_\_\_

Procurement Depart. Signature: \_\_\_\_\_

The Municipality of Red Lake is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE\***

The Corporation of the Municipality of Red Lake



UNOFFICIAL RESULTS FORM

TENDER RESULTS

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

No.	Proponent's Name	Total Base Amount including HST (not to be read aloud – recorded only)

Requisitioning Dept. Head Signature: \_\_\_\_\_

Procurement Dept. Signature: \_\_\_\_\_

The Municipality of Red Lake is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE\***

The Corporation of the Municipality of Red Lake



ATTENDANCE FORM – TENDER/RFP/QUOTATION OPENING

Project Name:	
Closing Date & Time:	

Name	Title	Company	Signature

The Corporation of the Municipality of Red Lake



## MANDATORY SITE MEETING ATTENDANCE FORM

Project Name:	
Closing Date & Time:	

[illegible]

## BID IRREGULARITIES

A Bid Irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, Bid Irregularities are further classified as “**Major Irregularities**” or “**Minor Irregularities**”.

A “**Major Irregularity**” is a deviation from the bid request that affects the price, quality, quantity or delivery and is material to the award. If the deviation is permitted, the proponent/bidder could gain an unfair advantage over competitors. The Requisitioning Department Head must reject any bid that contains a major irregularity.

A “**Minor Irregularity**” is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality or delivery is not material to the award. If the deviation is permitted or corrected; the proponent/bidder would not gain an unfair advantage over competitors. The Requisitioning Department Head may permit the proponent/bidder to correct a minor irregularity.

### Mathematical Errors – Rectified by Staff

The Treasurer or designate will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

### Action Taken

The Requisitioning Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance to the nature of the irregularity:

- Major Irregularity (Automatic Rejection)
- Minor Irregularity (Proponent/Bidder May Rectify)
- Mathematical Error (Additions or Extensions) as above

**In the event that the Proponent/Bidder withdraws a bid due to the identification of a Major Irregularity, the Municipality may disqualify such Proponent/Bidder from participating in Municipal Tenders/RFP/Quotation Calls for a period of up to one (1) year.**

**Schedule “D” to By-Law No. \_\_\_\_\_**

**Bid Irregularities**

<b>Item</b>	<b>Description</b>	<b>Major Irregularity</b>	<b>Minor Irregularity</b>	<b>Action</b>
<b>1</b>	Late bid submission (by any amount of time)	X		Automatic Rejection
<b>2</b>	Bid completed in pencil	X		Automatic Rejection
<b>3</b>	Insufficient financial security (no bid security, agreement to bond, insufficient bid bond or agreement to bond)	X		Automatic Rejection
<b>5</b>	Bid forms not signed or signed in an erasable medium or containing correction fluid	X		Automatic Rejection
<b>6</b>	All Addenda not acknowledged (if issued)		X	48 hours to correct and initial changes
<b>7</b>	Proper response envelope or label not used/Envelope does not indicate project name		X	Acceptable if received on time
<b>8</b>	All required sections of bid documents not completed	X or	X	Automatic Rejection unless the incomplete nature is trivial or insignificant and the Corporation's discretion
<b>9</b>	Bidders not attending mandatory site meeting (if required)	X		Automatic Rejection
<b>10</b>	Unsealed Tender Envelopes	X		Automatic Rejection

<b>11</b>	Pricing or signature pages missing	X		Automatic Rejection
<b>12</b>	Bid received on documents other than those provided in request	X		Automatic Rejection
<b>13</b>	EXECUTION OF BID DOCUMENT: a) Proof of authority to bind is missing  b) Surety Company not licensed in Ontario  c) Corporate Seal or equivalent proof of authority to bond missing	X		Automatic Rejection
<b>14</b>	Bids containing minor clerical errors		X	48 hours to correct initial errors. The Corporation reserves the right to waive initialing and accept bid.
<b>15</b>	Uninitialed changes to the request documents which are minor (ie. The bidder's address is amended by overwriting but not initialed)		X	48 hours to initial. The Corporation reserves the right to waive initialing and accept bid.
<b>16</b>	Alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in request.
<b>17</b>	Unit prices in the schedule of prices have been changed but not initialed		X	48 hours to correct initial errors. The Corporation reserves the right to waive initialing and accept bid.
<b>18</b>	Other mathematical errors which are not consistent with the unit price		X	48 hours to correct initial errors. Unit prices will govern.



<b>19</b>	Pages requiring completion of information by vendor are missing	X		Automatic Rejection
<b>20</b>	Bid documents which suggest that the bidder has made a major mistake in calculations or bid			Consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

**Note:** The above list of irregularities should not be considered all-inclusive. The Department Head, in consultation with the Treasurer, will review minor irregularities not listed. The Department Head may then accept the bid, or request that the bidder rectify the deviation.