

METHODS OF PURCHASING

Type	\$ Threshold
Low Cost Purchase	< \$25,000
Informal Request for Quotation / Request for Proposal	\$25,001 up to \$101,100
Formal RFQ / RFP	\$101,101+
Request for Tender	>\$101,101+

- For complete details on the Purchasing By-Law and a full vendor guide on Doing Business with Innisfil visit:

<https://innisfil.ca/purchasing-services/>

- The Town is a member of the Georgian Bay Area Public Purchasing Co-Operative and purchases certain goods and services through the Group.

ABOUT INNISFIL

Just 10 minutes from desk to dock, Innisfil truly is a community where you can live, work and play. Only 45 minutes north of Toronto, the Town of Innisfil is a growing lake-side community that is highly prized for its rural setting while being located close to major urban centres. Situated on the western shore of Lake Simcoe, Innisfil combines the charm of country living with the convenience and amenities of a vibrant urban centre.

The Town of Innisfil is one of sixteen area municipalities, located within the County of Simcoe. Innisfil is responsible for providing services such as Fire Protection, Roads Services, Water and Wastewater, Parks and Recreation, Building and Planning and Development Control.

CONTACT INFORMATION

TOWN OF INNISFIL

2101 Innisfil Beach Road
Innisfil, Ontario L9S 1A1
705-436-3710

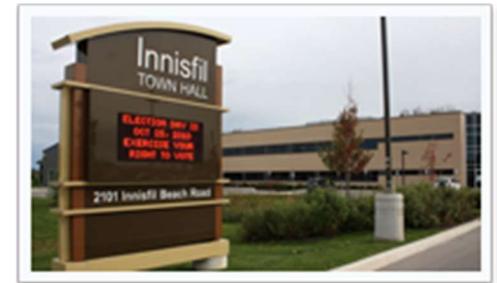
1-888-436-3710 (toll free)

705-436-7120 (fax)

purchasing@innisfil.ca



Doing Business with Innisfil



www.innisfil.ca

FINDING BID OPPORTUNITIES

The Town of Innisfil bid opportunities are posted on the Town's electronic tendering site bids&tenders.ca:

- <https://innisfil.bidsandtenders.ca/Module/Tenders/en>
- Ads for major construction projects may also be placed in the Daily Commercial News

TENDER ALERTS:

Vendors who are interested in providing goods and services to the Town of Innisfil need to create an account to automatically get sent Tender Alerts.

<https://innisfil.bidsandtenders.ca/Module/Tenders/en/Vendor/Create/77df2bf9-76c9-41d0-a723-99beeca3f81c>

Vendors will receive an automatic email notification from bids&tenders.ca when the Town has posted a bid opportunity that is relevant to the vendor's business.

For more information about Bids and Tenders and their services please visit Bids and Tenders website at www.bidsandtenders.ca or contact them via phone at 1-800-594-4798 or email support@bidsandtenders.ca

PREPARING A BID – TIPS

- Thoroughly and carefully read the bid document
- Follow all instructions and conditions
- Questions must be submitted through the tendering site bids&tenders.ca
Note: verbal inquires will not be accepted
- Allow sufficient time to prepare the bid submission
- Check the tendering site bids&tenders.ca website for any addendums
- Allow sufficient time to complete the online electronic submission
- Ensure all required information requested to be entered or uploaded on the tendering site is complete and accurate

ADDITIONAL INFORMATION:

Other details that can be obtained from: <https://innisfil.bidsandtenders.ca>

- Plan Takers / Bidders list
- Unofficial results
- Official award results



SUBMITTING A BID - REMINDERS

- All submissions are completely electronically
- Complete all required bid sections on the Town's bidding site <https://innisfil.bidsandtenders.ca>
- Verify any uploaded documents are clearly identifies and the content is complete.
- If an addendum is issued after bid is submitted, Vendor will be notified by email from bids&tenders.ca and the Vendor must then acknowledge it and make the necessary amendments to their submission, if changes are applicable and resubmit their bid and Vendor will receive a bid receipt confirmation email