

	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	Procurement	Section F18	Policy #01
	Effective Date:	July 06, 2022	Approved By: County Council	
	Revision Date:	January, 2025		

PURPOSE

Pursuant to Section 270(1) of the *Municipal Act, 2001*, the County is required to adopt policies with respect to the procurement of goods and services.

The purpose and objective of this Policy is to define the approach to be used by the County for the procurement of goods and services, including the nature of procurement activities to be undertaken and the levels of authority assigned to County staff and Council for the initiation and approval of procurements, creating a fair and transparent process.

The goal of the Procurement Policy is to ensure the County acquires the right goods and services when needed while achieving best value through a transparent, fair and competitive process. In doing so, the County's procurement practices shall, to the greatest extent possible:

- a) Obtain the best value for the County when procuring goods, services and construction,
- b) Acquire the necessary quality and quantity of goods, services and/or construction in an efficient, timely and cost-effective manner while maintaining the controls over the use of public funds and with best fiscal practices and County requirements,
- c) Encourage the most open, transparent competitive bidding practical for the acquisition and disposal of goods, services and construction, with the objective and equitable treatment of all vendors,
- d) Encourage effective business planning such that goods, services, and construction will only be acquired after consideration of needs, alternatives, timing, and appropriate life cycle,
- e) To support the use of environmentally responsible products and supplies whenever possible and to reduce the environmental impact of County operations whenever economically feasible,
- f) Coordinate with other publicly funded agencies in co-operative purchasing arrangements, when the best interests of the County are served,
- g) Promote and incorporate, whenever possible, the requirements of the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), specifically Ontario Regulation 429-07 and Ontario Regulation 191-11, and
- h) Comply with all applicable trade agreements, laws and regulations.

DEFINITIONS

Municipal Act: *Municipal Act, 2001*, S.O. 2001 c. 25.

Award: Authorization to proceed with the purchase of goods and/or services and acceptance of a specific bid, tender or proposal. An award is formalized through the issuance of a Purchase Order, Contract or formal agreement.

Blanket Purchase Contract: An agreement for the purchase of goods and/or services which will be required frequently or repetitively but where the exact quantity of goods and/or services required may not be precisely known or the time period during which the goods and/or services are to be delivered may not be precisely determined.

Bid: An offer or submission from a party in response to a Bid Solicitation such as a request for tender, quotation or proposal.

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

Bid Solicitation: A formal request for bids that may be in the form of a Request for Quotation, Request for Information, Pre-Qualifications, Request for Tender, Request for Proposal, or Request for Information.

Chief Administrative Officer: The individual appointed as Chief Administrative Officer under the *Municipal Act, 2001*, Section 229.

Contract: Any formal or deliberate written agreement for the purchase of goods, services, equipment or construction including but not limited to Purchase Orders and contractual agreements that are used for the acquisition of goods and/or services for a specific requirement.

Designate: The authorized individual or such official as may be appointed to act on behalf of the Corporation of the County of Lambton.

E bidding: The submission of a bid response from a qualified vendor to the County through an approved electronic software application.

Emergency: An event or occurrence that the Chief Administrative Officer or their designate deem as an immediate threat to public health, the maintenance of essential County services or the welfare and protection of persons, property or the environment, and the event or occurrence necessitates the immediate need for goods or services to mitigate the emergency and time does not permit for a competitive procurement process.

General Manager: Members of the County's Senior Management Team responsible for the management of a County Division, including the General Managers of Corporate Services, Cultural Services, Finance, Facilities and Court Services, Infrastructure & Development Services, Long-Term Care, Public Health Services and Social Services.

Manager: The Manager, Procurement and Projects.

Proposal: A sealed written offer from any company or individual in response to a publicly advertised invitation to provide goods or services to the County where the requirements cannot be definitely specified and may be subject to further negotiation.

Purchase Order: A written offer to purchase goods or services on the form prescribed by the Purchasing Coordinator. A Purchase Order is considered to be a legally binding Contract on behalf of the County.

Quotation: An offer or submission received from a vendor, contractor or consultant in response to a request for Quotation.

Single Source Procurement: A procurement made where there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

Sole Source Procurement: A procurement made where goods or services are only available from one supplier.

Tender: A sealed written offer submitted on a County Tender form by any company or individual in response to a publicly advertised invitation to supply stipulated goods, services or construction at a particular price, which may be subject to acceptance or rejection.

Treasurer: The General Manager, Finance, Facilities and Court Services, representing the individual appointed by Council as the Municipal Treasurer under the *Municipal Act, 2001*, Section 286.

STANDARD PROCUREMENT

A. General Provisions

1. The Manager is responsible for ensuring that the Purchasing Policies and Procedures approved by Council are understood and used consistently by all County Departments. The Manager shall also, according to the aforementioned policies, direct the purchasing function and act as a resource during all aspects of purchasing decision making including Contract management.
2. No purchase of goods, services and construction shall be authorized unless it is in compliance with this Policy. The County reserves the right to not accept any goods, services and construction that are obtained without following the provisions of this Policy, and any invoices received may not be processed for payment.
3. Subdividing, splitting or otherwise structuring procurement requirements or contracts in order to reduce the procurement value or in any way circumvent the requirements or intent of this Policy is not permitted.
4. The Manager is responsible for maintaining procedures, protocols, templates and forms for use during the procurement process. From time to time, the Manager and Treasurer are authorized to revise these items, and establish new administrative policies, direction and procedures.

5. Upon the recommendation of the Manager, the County may enter into Blanket Purchase Contracts goods and/or services which will be required frequently or repetitively but where the exact quantity of goods and/or services required may not be precisely known or the time period during which the goods and/or services are to be delivered may not be precisely determined.
6. Upon the recommendation of the Manager, the County may participate in cooperative purchasing agreements with any legitimate public partner to leverage buying power and reduce workload in Contract issuance and administration. All County departments shall participate in cooperative purchasing agreements unless the Chief Administrative Officer approves an exclusion.
7. Goods or services required by more than one department are considered to be common items. The procurement of common items should be coordinated by the Manager. At the discretion of the Manager, the procurement of common items may be delegated to a department within the County. All County departments shall participate in common item procurements unless the Chief Administrative Officer approves an exclusion.
8. Purchase of goods and services associated with computer software, hardware and/or telecommunications equipment shall consult with the County's information technology department for review prior to purchase.
9. Where the County has conducted a competitive procurement process, unsuccessful bidders may request a debriefing to be conducted by the Manager.
10. Any unsolicited bids must comply with the provisions of this Policy, including the requirement for a competitive procurement process.

B. Electronic Bid Submission

Where Electronic Bid submission is indicated, all bids must be submitted using the E bidding process. Electronic bids sent in any manner other than the prescribed solution will be rejected as invalid unless otherwise indicated.

C. Separation of the Role of Council and Operational Decision-Making

1. In accordance with best practices in municipal procurement, there is a need for a clear separation of political and administrative functions in relation to the County's procurement of goods, services and construction. It is the role of Council to establish Policy and approve expenditures through the County's budget process. Through this Policy, Council delegates authority to County employees to incur expenditures in accordance with approved budgets through the procurement of goods, services and construction in accordance with the rules and requirements set out herein.
2. To avoid the potential appearance of bias or political influence in procurement Contract award decisions, members of Council will have no involvement in competitive procurement processes from the time those procurement processes have been initiated through the advertisement or issuance of the solicitation document until a Contract has been entered into with the successful bidder, except where Council is required to approve the Contract

award in accordance with the provisions of this Policy.

D. Delegated Authorities

1. Delegated authorities to commence a procurement, award a Contract and execute a legal agreement or issue a Purchase Order evidencing a Contract are set out in the table below. A Contract must be established by evidence of a legal agreement and/or the issuance of a Purchase Order before the delivery of goods, services or construction commences.
2. The delegated procurement authorities under this Policy are conditional upon:
 - a. The availability of approved funding in an amount sufficient to cover the procurement value including the unrecoverable portion of HST; and
 - b. The procurement process being conducted in accordance with this Policy.

	Procurement Approach	Threshold	Approval Authority
Procurement of goods, services and construction including Sole and Single Source	Non-competitive	Less than \$15,000	General Manager or designate
	Invitational (three written quotes)	\$15,001 to \$50,000	General Manager or designate
	Open competition (request for Tender or request for Proposal)	Greater than \$50,000	General Manager or designate

3. The dollar figures set out in the above thresholds include the non-refundable portion of HST and any other applicable costs (e.g., freight, installation, licensing fees). For multi-year Contract awards, the thresholds are determined based on the total value of the Contract and not the annual cost.
4. Notwithstanding any other provisions of this Policy, Council approval is required for the following procurements:
 - a. Any Contract prescribed by statute to be made by Council.
 - b. Any Contract requiring approval from the Ontario Land Tribunal.
 - c. Any procurements that are not compliant with the provisions of the Policy.
 - d. Any contracts not previously approved by Council during the budget process for which staff have not identified sufficient funding from other sources.
 - e. Any recommendations to amend the total value of a Contract in excess of the original bid where:
 - i. The amount of the amendment is in excess of \$50,000; and
 - ii. In the opinion of the Treasurer, funds are not available for the additional expenditure.
 - f. Any contracts requiring transfers from Reserve Funds.

E. Low Value Procurements

1. Procurements up to \$15,000 shall be considered low value procurements.
2. All low value procurements shall require the issuance of a Purchase Order by the Manager or their delegate.
3. General Managers may designate approval authority to divisional Managers for lower value procurements.
4. No solicitation of competitive Quotations is required for low value procurements. However, all due diligence must still be used to ensure that the goods or services provided are purchased in a manner that demonstrates professionalism, seeks to secure the lowest possible price and provides the best value to the taxpayers.

F. Invitational Procurements

1. Procurements greater than \$15,000 but not exceeding \$50,000 that are not related to the procurement of exempt items or non-standard procurements are eligible to be completed through an invitational Quotational process.
2. The General Manager or their designate are authorized to solicit three Quotations under an invitational procurement.
3. All invitational procurements require the receipt of three Quotations. Where three Quotations are requested but not received, appropriate documentation shall be maintained on file to evidence the requests for Quotations.
4. All invitational procurements shall require the issuance of a Purchase Order by the Manager or their delegate.

G. Requests for Proposals

1. A Request for Proposal may be called when the requirements for goods and/or services needed cannot be definitively specified and where such Proposals could result in specific offers by the bidders to fulfil the requirements, services or function at a particular price. A Request for Proposal should be used where one or more of the criteria for issuing a Request for Tender cannot be met, such as:
 - (a) Specifications for the required product or service might limit responses;
 - (b) Alternate methods of performing the required function are prevalent;
 - (c) Best value for the County cannot be achieved by an award made solely on the basis of cost.
2. In certain circumstances, it is advantageous to conduct a pre-qualification process. In this process, Vendors respond to a request or an advertisement and submit an application to pre-qualify for the right to bid on a future project.
3. The Manager shall be the lead for the request for Proposal process and will have overall responsibility for coordinating the technical aspects of the request for Proposal process.
4. A selection committee will be formed with a minimum of three evaluators and be comprised of at least one representative from the purchasing department and the Manager or their designate. The evaluators shall review all compliant proposals against the established criteria, reach consensus on the final rating results, and ensure that the final rating results with supporting documents, are kept in the procurement file.
5. During the request for Proposal process all communication with the proponents shall be through the County's Procurement Department.
6. The County reserves the right in its absolute sole discretion to accept or reject any submission.

H. Requests for Tenders

1. Request for Tender procedures shall be used for procurements in excess of \$50,000 that are not related to the procurement of exempt items or non-standard procurements where:
 - a. The requirement can be fully defined; and
 - b. Best value for the County can be achieved by an award selection made on the basis of the lowest bid that meets all terms, conditions and specifications.
2. The Manager shall be the lead for the request for Tender process and will have overall responsibility for coordinating the technical aspects of the request for Tender process, including arranging for the public disclosure of bid submissions at the date and time specified in the bid document.
3. The County reserves the right in its absolute sole discretion to accept or reject any submission.

I. Emergency Procurements

1. In the event of an Emergency as defined by this Policy, the Chief Administrative Officer, General Managers and their designates are authorized to enter into purchase agreements without the requirement for a formal competitive process.
2. Where an Emergency exists requiring the immediate purchasing of goods and/or services, a Department Head may purchase the required goods and/or services by the most expedient and economical means possible and will seek the involvement of the Manager whenever feasible.
3. When goods and/or services are purchased under Emergency Procurements, the following applies:
 - a. Purchasing Under \$150,000 – Any purchase acquisition issued under such conditions shall be justified and approved by the initiating Department Head. The Department Head shall, as soon after the purchase as reasonably possible, notify the Manager, the CAO and General Manager with a written report detailing the circumstances of the Emergency;
 - b. Purchasing Over \$150,000 – The initiating Department Head or General Manager shall obtain the prior approval from the CAO or delegate. The Department Head or General Manager shall, as soon after the purchase as reasonably possible, issue an information report to the CAO and to Council at its next scheduled meeting.
4. All Emergency purchases made under this section shall be confirmed by the issuance of a Purchase Order or Contract as requisitioned by the initiating Department Head as soon as practicable following the commitment.

J. Non-standard Procurements

1. A Sole Source Procurement may be conducted if the goods and/or services are available from only one supplier by reason of:
 - a) Where no alternate or equivalent sources of supply are apparent;
 - b) Where, in the opinion of the respective Department Head acting together with the Manager, the compatibility of a purchase with existing equipment, facilities or service is a paramount consideration and the purchase must be made from a sole source;
 - c) Where the County of Lambton has a rental or lease Contract with a purchase option and such purchase option could be beneficial to the County of Lambton;
 - d) Where goods are offered for sale by Tender, auction or negotiation such purchase will be deemed to be a Sole Source purchase and the CAO may authorize the submission of a Bid or the conduct of negotiations where the CAO determines the purchase to be clearly in the best interest of the County of Lambton.
2. A Single Source Procurement may be conducted if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, including but not limited to the following:

- a. An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify more than one willing and compliant supplier;
 - b. The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids;
 - c. Construction, renovations, repairs, maintenance etc. in respect of a building leased by the County may only be done by the lessor of the building, in accordance with a lease agreement;
 - d. There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing Contract (i.e. Contract extension or renewal);
 - e. The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience;
 - f. The goods are purchased under circumstances which are exceptionally advantageous to the County, such as in the case of a bankruptcy or receivership;
 - g. It is advantageous to the County to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body;
 - h. It is advantageous to the County to acquire the goods or services directly from another public body or public service body;
 - i. Another organization is funding or substantially funding the acquisition and has determined the supplier, and the terms and conditions of the commitment into which the County will enter are acceptable to the County;
 - j. The acquisition is for a particular brand of goods or services that are intended solely for resale to the public and no other brand is desirable and the brand is not available from any other source; or
 - k. Where due to abnormal market conditions, the goods, services or construction required are in short supply.
3. Where a Sole Source Procurement or Single Source Procurement is undertaken, the General Manager responsible for the procurement, in conjunction with the Manager, are required to document the rationale for the use of a non-standard procurement.

K. Exempt Procurements

1. This Policy does not apply to the acquisition of the goods, services and construction listed in **Schedule A**.

L. Bid Irregularities

1. The process for administering and responding to Bid Irregularities contained in any and all bid responses received by the County of Lambton shall be set out in **Schedule B**.
2. The County reserves the right to waive minor irregularities at its sole discretion.

M. Local Preference

The Province of Ontario's *Discriminatory Business Practices Act* (R.S.O. 1990) was established to prevent discrimination in Ontario on the grounds of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location of persons employed or engaged in business. As such, granting preference to local suppliers to provide goods and/or services to the County of Lambton cannot be undertaken.

N. Records Retention

1. All procurement activities must be supported by appropriate documentation and all records relating to a procurement process must be retained in accordance with the County's Record Retention Policy and any associated records management policies and practices.
2. Disclosure of information relating to the County's procurement processes must be made in accordance with applicable procurement procedures and protocols and the County's policies with respect to disclosure and protection of information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Personal Health Information Protection Act* (PHIPA), as amended.

O. Dispute Resolution

1. The County of Lambton encourages the most open, competitive bidding process for the purchase of goods and/or services and the equitable treatment of all vendors. In the event that disputes arise during the administration of a Contract that cannot be easily resolved, the vendor shall:
 - a. Meeting between the bidder and the Manager.
 - b. If the meeting in 1(a) does not lead to resolution, meeting between the bidder and Treasurer.
 - c. If the meeting in 1(b) does not lead to resolution, meeting between the bidder and Chief Administrative Officer and County Solicitor.

P. County's Code of Conduct and Conflict of Interest

1. County employees and elected officials shall not use their authority or office for personal gain, and shall seek to uphold and enhance the standing of the County by:
 - a. Maintaining a standard of integrity in all their business relationships both inside and outside the organization;
 - b. Fostering professional competence amongst those for whom they are responsible;
 - c. Optimizing the use of resources for which they are responsible so as to provide the maximum benefit to the County;
 - d. Complying with the letter and spirit of:
 - i. The *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50, as applicable;
 - ii. The Purchasing Management Association's "Principles and Standards of Purchasing Practice," and any other such guidance on professional practice as may be issued by the County from time to time;
 - iii. Relevant policies implemented by the County, including but not limited to the County's Code of Conduct;

- iv. Relevant trade agreements;
 - v. Existing contractual obligations; and
 - vi. Other relevant legislation or regulation as may be applicable in the circumstances.
2. All participants in a procurement process, including external consultants or other service providers acting on the County's behalf, must declare any perceived, possible or actual conflicts of interest.
 3. No County employees or elected officials shall:
 - a. Purchase or offer to purchase, on behalf the County, any goods or services except in accordance with this Policy.
 - b. Bid on the County's purchases of goods, services or construction.
 - c. Purchase surplus assets except by public auction, or similar process, unless expressly authorized by Council.
 4. No personal purchases shall be made by the County for Members of Council, any appointment member of a Board or Committee or for any employees, except for items purchased as service awards or for the general recognition of the individual's contribution to the County.

Q. Supplier Code of Conduct

1. The County expects its suppliers to act with integrity and conduct business in an ethical manner.
2. The County may refuse to do business with any supplier that:
 - a. Has engaged in illegal or unethical bidding practices;
 - b. Has an actual or potential conflict of interest;
 - c. Had demonstrated inadequate performance under a previous contract with the County;
or
 - d. Fails to adhere to ethical business practices.
3. All suppliers participating in a procurement process must declare any perceived, possible or actual conflicts of interest.
4. Illegal or unethical bidding practices include, but are not limited to:
 - a. Bid-rigging, price fixing, bribery or collusion or other behaviours or practices prohibited by Federal or Provincial statutes;
 - b. Attempt to gain favour or advantage by offering gifts or incentives to County officers and employees, members of Council or any other representative of the County;
 - c. Knowingly submitting inaccurate or misleading information in response to a procurement opportunity; and
 - d. Engaging in any other activity that compromises the County's ability to run a fair procurement process.
5. In providing goods, services or construction to the County, suppliers are expected to adhere to ethical business practices, including but not limited to:

- a. Performing all work in a professional and competent manner and in accordance with the terms and conditions of the Contract;
- b. Complying with all applicable laws, including safety and labour legislation;
- c. Ensuring that fair wages are paid to their employees;
- d. Providing workplaces that are free from harassment or discrimination of any kind; and
- e. Minimizing the environmental impacts of their products or services.

R. Exclusion of Bidders in Litigation

1. The County of Lambton may, in its absolute discretion, reject a Tender or Proposal submitted by the bidder if the bidder, or any officer or director of the bidder is or has been engaged, either directly or indirectly through another corporation, in a legal action against the County of Lambton, its elected or appointed officers and/or employees in relation to:
 - a. Any other Contract or service; or
 - b. Any matter arising from the County of Lambton's exercise of its powers, duties, or functions.

S. Disposition of Assets

1. Departments should undertake reviews of assets from time to time to determine which are no longer used, which have become obsolete or otherwise approaching end of useful life, in order to determine which can be deemed surplus.
2. Identified surplus assets should be disposed of in the following order of priority:
 - a. Used as a trade-in for the replacement of a new asset; then
 - b. Offered to other departments for use. The value of the surplus asset transferred to another department should be calculated as its net book value for financial reporting purposes; then
 - c. Identified surplus assets not required by other departments may be made available through a public auction, tendering process or other means that are consistent with the provisions of this Policy.
3. Proceeds on disposition of surplus assets should be allocated to the Department, either for the funding of operating or capital expenditures or a contribution to reserves.

T. Asset Management

Purchasing activity that initiates changes in the County's standing assets must be documented in the County's Asset Management system. Any purchase or disposal of assets or purchase that results in the change of an existing asset or group of assets must be recorded in accordance with the County's Asset Management policy.

EFFECTIVE DATE

This Policy takes shall come into force on July 6, 2022.

POLICY REVIEW

This Policy shall be reviewed every five years.

ASSOCIATED DOCUMENTS

POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy Creation	July 06, 2022	Procurement & Project Management Dept.
Policy reviewed and no changes made	January, 2025	Procurement & Project Management Dept.

Schedule A Exempt Procurements

This Policy does not apply to the acquisition of the following goods, services and construction:

1. The following goods or services related to training and education
 - a. Conferences, conventions, courses and seminars
 - b. Newspapers, magazines, books and periodicals
 - c. Memberships
 - d. Computer software for educational purposes
2. Services provided by the following licensed professionals:
 - a. Medical doctors
 - b. Dentists
 - c. Nurses
 - d. Pharmacists
 - e. Lawyers
 - f. Notaries
3. Goods and services related to cultural and artistic fields such as:
 - a. Events supporting local non-profit organizations
 - b. Entertainers for theatre or specific events
 - c. Original art works
 - d. A Contract to be awarded to the winner of a design contest
4. Payments related to the following:
 - a. Payroll deduction remittances
 - b. WSIB premiums
 - c. Health benefits
 - d. Union Contract or employee agreement expenses
 - e. Honorariums
 - f. Expert witnesses
 - g. Arbitrators
 - h. Employee expense reports
 - i. Debenture payments
 - j. Damage claims
 - k. Legal settlements
 - l. Arbitration awards
 - m. Petty cash replenishment
 - n. Charges from other government bodies
 - o. Council approved grants
 - p. Refunds for County services
 - q. Licensing fees
 - r. Utilities

Schedule B
Irregularities Contained in Bids

	IRREGULARITY	RESPONSE
1.	Bids arriving after the closing deadline (manual processes).	Automatic rejection, not read publicly and returned unopened to the bidder.
	Bids arriving after the closing deadline (E-Bidding)	Automatic rejection. The E-bidding process will not allow the late bid to be viewed.
2.	Unsealed Envelopes. (manual processes).	Automatic rejection.
3.	Insufficient Financial Security (No Bid Security or agreement to bond or insufficient Bid bond or agreement to bond).	Automatic rejection.
4.	Bids completed and/or signed in erasable medium.	Automatic rejection.
5.	All required sections of Bid documents not completed	Automatic rejection unless, in the opinion of the Manager, General Manager in charge of the Bid Solicitation and County Solicitor or designate, the incomplete nature is trivial or insignificant.
6.	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the opinion of the Manager, General Manager in charge of the Bid Solicitation and the County Solicitor or designate, the qualification or restriction is trivial or not significant.
7.	Bids received on documents other than those provided by the County of Lambton.	Automatic rejection unless, in the opinion of the Manager, General Manager in charge of the Bid Solicitation and the County Solicitor or designate, the matter is trivial or insignificant.
8.	Bids containing minor obvious clerical errors.	48 hours to correct and initial errors.
9.	Failure to execute Agreement to Bond (Performance Security) or Bonding company corporate seal or signature missing from agreement to bond.	Automatic rejection.
10.	Failure to execute Bid Security (Financial Security).	
a.	Corporate seal or signature of the bidder, or both, missing.	48 hours to correct.

	IRREGULARITY	RESPONSE
b.	Corporate seal or signature of bonding company missing.	Automatic rejection.
11.	Document – Execution	
	Corporate seal and/or signature missing; signatory's authority to bind the corporation and/or signature missing.	Automatic rejection.
12.	Erasures, Overwriting or Strike-Outs which are not Initialled:	
a.	Un-initialled changes to the Tender documents, other than unit prices, which are trivial or insignificant.	48 hours to initial. The determination of what constitutes trivial or insignificant Un-initialled changes shall be made in consensual opinion of the Manager, Procurement and Projects, General Manager in charge of the Bid Solicitation and the County Solicitor or designate.
b.	Unit prices in the schedule of prices have been changed but not initialled and the Contract totals are inconsistent with the price as amended;	48 hours to initial change in unit price. The determination of what constitutes trivial or insignificant Un-initialled changes shall be made in consensual opinion of the Manager, Procurement and Projects, General Manager in charge of the Bid Solicitation and the County Solicitor or designate.
c.	Unit prices in the schedule of prices which have been changed but not initialled and the Contract totals are inconsistent with the price as changed.	Automatic rejection.
d.	Mathematical errors which are not consistent with the unit prices.	48 hours to initial corrections as made by the Procurement and Project Management Department
13.	Documents, in which all necessary Addenda, which have financial implication, have not been acknowledged.	Automatic rejection.
14.	Any other irregularity.	The Manager, General Manager in charge of the Bid Solicitation and the County Solicitor or designate, acting in consensus shall have authority to waive other irregularities or grant 48 hours to initial such other irregularities, which they jointly consider to be minor.