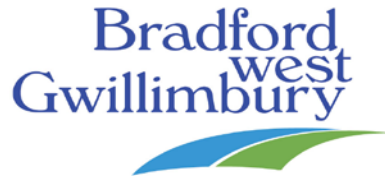


REGISTER FOR TENDER ALERTS

The Town of Bradford West Gwillimbury procurement opportunities are posted on the Town's website: www.townofbwg.com, Biddingo.com and advertised on the Town page in the local newspaper.



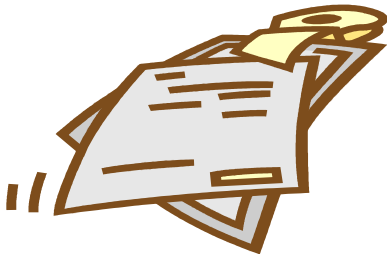
A Growing Tradition



Any business interested in becoming a vendor for the Town is encouraged to register for the Town's Tender Alert system, available on the Town's website: www.townofbwg.com and complete the vendor profile to be added to the Town of Bradford vendor list.

In some cases, the Town may contact vendors directly, utilising the Town of BWG vendor list, to obtain availability and pricing.

The onus is on Vendors to keep informed of current or upcoming procurement opportunities. The Town is not obligated (nor is it feasible), to contact all potential bidders of our opportunities.



HOW TO FIND US

Finance Department
Purchasing Branch:

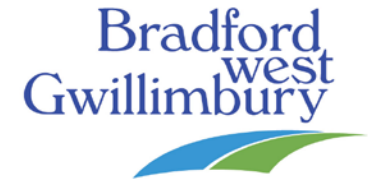
Town of Bradford West Gwillimbury
61 Holland Street East, P.O. Box 160
Bradford, Ontario, Canada L3Z 2A8

Phone: 905-775-5303
Fax: 905-775-4472
E-mail purchasing@townofbwg.com

www.townofbwg.com



PLEASE NOTE: This Brochure addresses only some of the general aspects that you should consider when responding to any public competitive bid opportunities. You should never rely exclusively on this information, but should consult the appropriate bid document and/or e-mail purchasing@townofbwg.com for specific details.



A Growing Tradition

*Doing Business with
The Town of
Bradford West
Gwillimbury...*



HOW TO MAXIMIZE YOUR CHANCES FOR SUCCESS

The nature of the solicitation documents issued by a public agency is governed by a specific set of rules. Some of these rules are unique in that they reflect the agency's accountability to its tax payers and therefore aim to ensure that the solicitation process is transparent to the public at large; that it is open and fair to all potential respondents; and that it results in the best value for every tax dollar involved.

This brochure will attempt to assist you, as a potential respondent to government agency solicitation documents, in maximizing your chances of success when you answer a call for tenders or proposals.



In the process, we'll offer you some guidelines on how to respond to such a call. We'll also try to provide you with some insight into the ways in which the unique aspects of the public solicitation process affect how favourably your response will be received by the agency.

Finally, we'll try to outline some of the common criteria that those who act as purchasers for public agencies use to evaluate the responses that they receive to their tenders and request for proposal as well as the performance of the vendors that supply them with goods and services.

BIDS REJECTED WHEN.....

- Bidder has failed to attend mandatory site meeting
- Documents are not signed
- Pricing page(s) is missing
- Bidder has failed to acknowledge addenda
- Late, submitted after closing time
- Insufficient financial security (deposit/bid bond)
- Incomplete bid
- Qualified bids (inserting, changing, deleting information contained in the Town's document)
- Received on documents other than the documents provided
- Executed Agreement to Bond no Included (if required)



DO:

- Register for Town's Tender Alert System
- Watch the sites where the Town advertises
- Obtain the documents as soon as they are available
- Carefully read the entire Bid Document
- Follow all instructions
- Ask questions
- Drop off your submission on time and at the right address
- Sign and seal your bid

DON'T:

- Wait to read the bid document until the last minute
- Assume ask questions
- Forget to sign your bid
- Forget to seal the envelope containing your bid
- Wait until the last minute to submit your bid
- Assume you will be awarded the contract when your firm was read out as low bid at the public meeting
- Contact anyone except the single point of contract listed in the document, (usually purchasing).



PRESENTATION COUNTS SO.....

- Ensure that your bid submission is organized and presented in a professional manner?
- Tailor your bid submission or proposal to suit the agency? Using a generic presentation, or worse, using a presentation previously prepared for another client, may raise questions regarding the extent of your interest in the current project.
- Assign the in-person presentation to the individual who has the most knowledge about the product and who is able to present it in the best way
- Include anything that might make your submission stand out, such as extended warranties, free training programs or support materials such as instructional videos?
- Note: if you offer "extras" they should exceed the minimum requirements of the solicitation document and be prominently featured in your presentation for easy identification by the purchasing

PAY ATTENTION TO DETAILS:

Check and double-check your submission. Ask a staff member, who has an eye for detail, to review it in order to ensure that you haven't overlooked any key elements or certificates. Public agencies are increasingly exercising their right to automatically reject submissions that are missing any of the required elements.

- Ensure all questions are answered completely.
- Include all required documents, such as WSIB, insurance forms, certifications and bid bonds?
- Ensure you bid on the unit of measure stated in the tender or Request for Proposal? Ensure the figures in your submission are legible? (Documents with illegible figures may be disqualified.)
- In terms of pricing – ensure your bid is in line with those of your competitors.