Annual Purchases

On an annual basis, the City of Ottawa buys over $1 billion worth of goods, services and construction.
Supplier Community

- Adjusting for goods and services not available locally, over 90% are purchased in the Ottawa and surrounding area each year.
City of Ottawa - Who we are

Office of the City Clerk and Solicitor
- Legal Services
- Protocol
- French Language Services
- Legislative Services
- Policy and Technical Solutions

Community and Social Services Department
- Housing Services
- Long Term Care
- Community and Social Support
- Children’s Services
- Partner and Stakeholder Services
- Business Support Services

Recreation, Cultural and Facility Services Department
- Community Recreation and Cultural Programs
- Facility Operations Services

Emergency and Protective Services
- Ottawa Paramedic Service
- Security and Emergency Management
- Ottawa Fire Services
- By-law and Regulatory Services
- Ottawa 2017 Operations and Special Events
- Business Support Services

Planning, Infrastructure and Economic Development Department
- Planning Services
- Infrastructure Services
- Economic Development
- Right of Way, Heritage and Urban Design Services
- Business Support Services

Doing Business with the City of Ottawa
City of Ottawa - Who we are

Corporate Services Department
- Supply Services
- Corporate Finance
- Corporate Revenue
- Information Technology
- Corporate Real Estate Office
- Fleet Services
- Business Support Services

Public Works and Environmental Services Department
- Roads Services
- Solid Waste Services
- Water Services
- Parks, Forestry and Surface Water Services
- Technology, Innovation and Engineering Support
- Business and Technical Support

Transportation Services
- Transit Services
- Safety Management
- Customer Systems and Planning
- O-Train Construction
- O-Train Planning
- Traffic Services
- Transportation Planning
- Transportation Services Department Strategic Services

Service Innovation and Performance Department
- Human Resources
- Public Information and Media Relations
- ServiceOttawa
- Service Transformation
- Business Support Services

Doing Business with the City of Ottawa
Supply Branch
Objectives & Guiding Principles

To obtain the best value for the taxpayer’s dollar, purchases will be made using a competitive process that is open, transparent and fair to all suppliers.

GOALS

Obtain the best value for money

Treat all suppliers equitably
Bidding Opportunities

- In 2016, over 480 Formal bid solicitations (Tenders, Proposals, Standing Offers etc.)
- Average of over 250 Informal bid solicitations each year (Request for Quotations <$100K)
Purchases <$15K

- Purchases are made by the department
- Extensive use of Standing Offers
- Three quotes required for purchases >$2.5K
- City department information is listed on the City’s website at:

Standing Offers

- **200+** Standing Offers in place with **1,000+** vendors

- Standing Offer opportunities are advertised on MERX.com and the Ottawa Construction Association (OCA) website

- A list of Standing Offers can also be found on Ottawa.ca by searching Purchasing
Purchases $15K to $100K

- Use of Standing Offer arrangements
- Quotations
  - Current opportunities advertised on MERX
  - OCA bulletin board may still be utilized
- MERX e-Procurement System – April 2016
  - More efficient electronic bid submission process for vendors and the City
  - Ongoing technical support from MERX for vendors and the City
Purchases $15K to $100K

E-Procurement Pilot Project

- Benefits to vendors include:
  1. Electronic bid submission
  2. Bid taker’s list and faster access to bid results
  3. Automatic notification of addenda/opportunities
  4. Reduction in price schedule errors

- 42 RFQ bid opportunities were closed in Q2 – Q3 2016 with an average of 3 bids received per opportunity
Purchases >$100K

- Formal Bid Solicitations (Tenders, Proposals, Request for Standing Offer)

- Advertised through MERX and for all construction opportunities may be posted on the OCA website
Purchasing Page on Ottawa.ca


- Latest Purchasing News
- Contract Award Reports
- List of Standing Offers
- Unofficial Bid Results
- Purchasing By-law
- Key Contacts
Ottawa Construction Association

- Website contains all drawings, specifications and addenda of the projects on display
- Access to tender results and daily project update bulletins

Telephone: 613-236-0488
Fax: 613-238-6124
Internet: www.oca.ca
E-mail: oca@oca.ca

Doing Business with the City of Ottawa
MERX

- Search and view opportunity and award notices
- Order bid documents and attachments electronically
- Submit bids online as part of E-Procurement Pilot
- Access evaluations done under construction vendor performance management program

Telephone: 1-800-964-6379
Fax: 1-888-235-5800
Internet: www.merx.com
E-mail: merx@merx.com

MERX is available 24 hours a day, 7 days a week
Before You Bid

- To be a responsive, competitive bidder please make sure you have the following:
  - Past experience in delivering projects of similar magnitude and complexity.
  - Read the City’s General Terms and Conditions and have the required insurance/certificates.
  - Meet accessibility and ethical purchasing requirements.
Accessibility in Procurement

- The Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard applies to all vendors who deal with the public or other parties for the City.

- Under AODA’s Integrated Standards Regulation (IASR), the City needs to incorporate accessibility criteria and features in procurements.
Accessibility in Procurement

- All vendors providing goods, services or facilities on behalf of the City must train employees providing the work on the regulations:

Lobbyist Registry

- City maintains a Lobbyist Registry and related by-law available on Ottawa.ca
- Lobbying includes communications from a party representing a business or financial interest, aimed at influencing a decision on any matter that will be before Council or under staff’s delegated authority
- Vendors must register any lobbying activity
Vendor Performance Management

- In January 2015, the City launched an online evaluation system for construction contracts.
- Contracts subject to evaluation are:
  - Architectural/engineering contracts valued at $15,000 or more (design, contract administration etc.)
  - Construction contracts valued at $100,000 or more
Vendor Performance Management

- Evaluations are done online through MERX
- Goal is to improve communication between the vendor and the City and to eventually factor performance scores into contract awards
- To date, the City has published over 350 final project evaluations for over 190 vendors
Supply Branch

Location

- All formal bids are to be dropped off by 3:00 p.m. on the closing date at

100 Constellation Drive
4th Floor, West Tower
Ottawa, ON
K2G 6J8

- Telephone: 613-580-2424 Ext. 25185
- Fax: 613-560-2126
Public Tender Openings

- Each day at 3:00 P.M., the unofficial results of any formal tender closing is read to the public.
- Tender room located at the Supply Branch – room 463W.
- Unofficial tender results available online at:
  
Supply Branch

Senior Contacts

- **Fleet & Equipment**
  - David Baird, Senior Policy and Purchasing Officer
  - ext. 25118

- **Construction**
  - Jane Dagenais, Senior Policy and Purchasing Officer
  - ext. 22025

- **Professional Services**
  - Sanna D’Ornellas, Senior Policy and Purchasing Officer
  - ext. 14853

Doing Business with the City of Ottawa
Supply Branch

Senior Contacts

- **IT & Special Projects**
  - Anthony Casimiri, Senior Policy and Purchasing Officer
  - ext. 21064

- **Goods**
  - Colin Tuthill, Senior Policy and Purchasing Officer
  - ext. 15099

- **Technical Services**
  - Cornelio Ledda, Senior Policy and Purchasing Officer
  - ext. 25822
Supply Branch
Management Contacts

- **Chief Procurement Officer**
  - Will McDonald
  - ext. 12407

- **Manager, Procurement**
  - Joanne Graham
  - ext. 43679

- **Manager, Strategic Sourcing**
  - David Sloan
  - ext. 13564