



# Procurement Process 2025

Procedure and Requirements to Bid on Goods and  
Services required by the Town of Sylvan Lake





- Purchasing of Goods and Services by the Town of Sylvan Lake is guided by the procurement policy and is a competitive process.
- Procurement is guided by the Municipal Government Act (MGA) and interprovincial trade agreements, such as New West Partnership Trade Agreement.



- The Chief Administrative Officer (CAO) has the authority for the procurement of goods and services for the municipality.
- The Town Administration annually proposes a 3-year operating plan with Council approving the plan and current year budget in March/April of each year.
- All procurement must be included in a budget approved by Council, or approved via Council motion, effectively amending the approved budget.



- Quotations are not required for good and services valued at less than \$2,000.
- Solicit a minimum of three (3) **verbal** quotations for goods and services valued between \$2,000 and \$5,000.
- Solicit a minimum of three (3) **written** quotations for goods and services valued between \$5,000 and \$25,000.



- Formal procurement of goods and services (RFP, RFQ, Tenders) estimated to be valued over \$25,000 and under \$75,000, the procurement must be advertised in the local paper and on the Town's website for a minimum of two (2) consecutive weeks soliciting a minimum of three (3) quotes. (**[sylvanlake.bidsandtenders.ca](http://sylvanlake.bidsandtenders.ca)**)
- Procurement of goods and services over \$75,000 can still be advertised locally, but must be advertised out of province so suppliers can access the advertisement and submit proposals.



- The Province of Alberta is a participant in the New West Partnership Trade Agreement (NWPTA) with the western provinces and the territories.
- NWPTA requires goods valued **over \$75,000** be advertised outside the local municipality where vendors from all provinces/territories involved in NWPTA can access the information and bid on the goods. The Town of Sylvan Lake uses **Alberta Purchasing Connection (APC)** and Sylvan Lake **Bids & Tenders** website:  
([sylvanlake.bidsandtenders.ca](http://sylvanlake.bidsandtenders.ca))



- NWPTA requires that services valued at **over \$200,000** be advertised outside the local municipality where vendors/contractors from all provinces involved with NWPTA can access the information and bid on the services requested. The Town of Sylvan Lake uses APC and Sylvan Lake Bids & Tenders website for this requirement.
- The Town posts invitations to bid on APC, but vendor has to submit proposals through Bids & Tenders website. (**[sylvanlake.bidsandtenders.ca](http://sylvanlake.bidsandtenders.ca)**)



- The Town shall only procure services from contractors who have:
  - A valid WCB account, if required.
  - Liability insurance coverage appropriate to the service, minimum of \$2 million.
  - A valid Town of Sylvan Lake Business License, if required.
  - A complete Town of Sylvan Lake Health & Safety Vendor Package to comply with OH&S legislation. ([sylvanlake.ca/Health-safety](http://sylvanlake.ca/Health-safety))





- When the Town hires Prime contractors for projects, the Prime contractor is responsible for hiring sub-contractors.
- The Town of Sylvan Lake may enter into agreements for the purchase of goods and/or services for a period of up to 3 years via a vendor submission process (SOA).
- Examples are grass cutting, facility maintenance, and print media.



- The Town of Sylvan Lake accepts all major credit cards as a form of payment. There are two different systems used to accept credit cards.
- At the NexSource Centre, the Town accepts credit cards and the fee is paid by the Town.
- At all other locations, Option Pay is the system used. If the customer wants the convenience of paying with credit card, the applicable fee is added to the good / service being purchased and the customer pays the fee. The Town does not get the fee.



- Anyone doing business in Sylvan Lake is required to have a business license (unless otherwise exempt).
- The fee for a business in town is \$200.00, annually.
- The fee for an out-of-town business operating in Sylvan Lake is \$350.00 for the year. Lesser fees may be applicable depending on the length of time a business is operating in Town (ex: daily, weekly).



- **Before you sign a lease or buy a property**, with the intent of starting a new business or moving an existing business, contact the Town's Planning and Development staff.

Why?

- To check the current approved use of the property;
  - Advise you if a new development permit is required, and the timelines involved.
- Ensure that any change of information on your business license application is communicated to the Licensing Inspector.



## **Business Directory**

Anyone with an active business license  
can advertise their business  
for FREE on the Town's website.

This includes:

- Logo and 3 pictures depicting your business
- Description of the business/service
- Contact information
- Website
- Social media accounts
- Map of the location of the business



- Procurement Information Online:  
[www.sylvanlake.ca/bids](http://www.sylvanlake.ca/bids)
  - Online bidding system (sylvanlake.bidsandtenders.ca)
  - Health and Safety Vendor Package
  - Procurement policy and WCB exempt industries
  - A downloadable version of this presentation
- Business Licensing Information Online:  
[www.sylvanlake.ca/businesslicense](http://www.sylvanlake.ca/businesslicense)
  - Business License Bylaw
  - Business Application Forms
  - Business License Exemptions
  - Business License fees
- Feedback forms and budget booklets



Thank you

