

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.



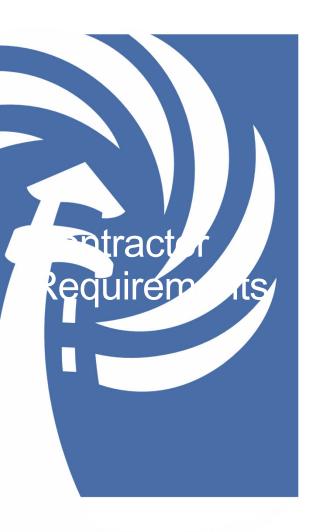
- Formal procurement of goods and services (RFP, RFQ, Tenders) estimated to be valued over \$25,000 and under \$75,000, the procurement must be advertised in the local paper and on the Town's website for a minimum of two (2) consecutive weeks soliciting a minimum of three (3) quotes. (sylvanlake.bidsandtenders.ca)
- 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)



- 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)



- 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)



- 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

- 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

- Business License Bylaw
- Business Application Forms
- Business License Exemptions
- Business License fees
- Feedback forms and budget booklets



