

# Durham Purchasing Co-Operative Guide

Working Together Since 1994



# Durham Purchasing Co-Operative Group

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# Durham Purchasing Co-Operative Group

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## Member Listing

### Full Members:

The Corporation of the City of Oshawa  
The Corporation of the City of Pickering  
The Corporation of the Town of Ajax  
The Corporation of the Municipality of Clarington  
The Corporation of the Town of Whitby  
The Durham District School Board  
The Regional Municipality of Durham  
Ontario Tech University and Durham College

### Associate Members:

Durham Region Non-Profit Housing Corporation  
Municipal Property Assessment Corporation  
The Corporation of the Township of Brock  
The Corporation of the Township of Scugog  
The Corporation of the Township of Uxbridge

## Introduction

The Durham Purchasing Co-operative Group was officially formed in 1994, although the Region of Durham and local area municipalities had actually participated in a number of co-operative tenders prior to the Group's formation. The Group itself is not a legal entity and participation is voluntary in nature, however, the member agencies have enthusiastically supported this initiative over the years. Duties such as chairing the regular meetings and administration of the actual bidding opportunities are shared among the Group members.

Since its formation, the Group has grown to thirteen participating agencies. Currently approximately thirty separate commodities are purchased co-operatively valued in excess of \$20,000,000 annually. The Group meets approximately nine times annually to; discuss and coordinate the various bidding opportunities, to discuss current tender practices and market trends. The Group also hosts presentations of interest from

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representatives of insurance or surety industries or suppliers of new products or services.

The Durham Purchasing Co-operative also maintains strong ties with other Purchasing Co-operatives in the Greater Toronto Area (GTA) through participation in the GTA Purchasing Group. This Group was formed in the early 2000 for the purpose of exchanging ideas and information of common interest.

One of the keys to the success of the Group is our commitment to promote consistency, efficiency and a “best value” approach in the purchase of goods and services. To this end, two important documents were developed by the Group in 1994 and remain in place today.

## **1. Durham Purchasing Co-operative Group Terms of Reference / Constitution**

This document provides and maintains a common understanding of the purpose and objectives of the Group.

## **2. Supplementary Terms & Conditions**

This document is incorporated into each co-operatively called bid as issued by the host agency. This establishes common contract terms for each co-operative bid opportunity.

## **Benefits of Co-operative Purchasing**

There are a number of benefits realized by member agencies as well as by potential bidders. These are briefly summarized below:

### **1. Information Sharing**

Through our joint participation members have an opportunity to share information with each other relating to the various commodities being purchased. This is particularly useful when introducing new commodities for co-operative purchasing since the host agency benefits from the knowledge gained by other agencies that have conducted their own bidding processes. In addition, purchasing professionals from member agencies provide assistance and

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guidance to other members preparing documents or dealing with purchasing related matters.

## **2. Opportunities for Standardization**

Standardization of products may also be realized during the bid preparation phase. This is achieved by inviting and coordinating a working group of individual municipal user departments to participate in the co-operative purchasing process.

## **3. Administration of Bidding Process**

Since one member agency consolidates the bidding process on behalf of the other agencies, only one bidding document is issued, thereby reducing the bidding administration. The consolidation of bidding documents also benefits potential bidders by eliminating preparation and submission of many individual bid documents in favour of a single document with standardized terms, conditions and specifications.

## **4. Pricing Benefits**

Consolidating individual members' requirements increases the volumes of items being purchased resulting in better prices than would be possible if bids were issued individually by each agency.

## **5. Is Consolidation of Bidding Opportunities Always Beneficial?**

Certain conditions need to be present in order for consolidation of bidding requirements to be beneficial at the Durham Co-operative Purchasing level. Specifications for the products or services required must be similar in nature to create a pricing benefit. For example, asphalt, delivery of fuel oil, winter sand or stationery products. When products or services are dissimilar such as information technology requirements for each agency resulting in different specifications for hardware, software and vendor support services, co-operative purchasing may not produce the desired results. Additionally, local maintenance and repair

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services required from qualified trades (electricians, plumbers, etc.) or other firms specializing in repair of maintenance of equipment are also not good candidates for Region wide co-operative bidding since each agency operates different buildings and equipment and may require difference service levels, and the areas requiring service are distributed over a large geographic area.

## Evaluation of Bids and Award of Contracts

Procedures for the evaluation of bids are the responsibility of the host agency coordinating the bid call. Therefore, the host agency's purchasing policies, procedures or bylaws will apply to the evaluation of bids. Bids received are evaluated and awarded in consultation with the participating agencies. Contracts are issued by each participating agency in accordance with their agency's approval process.

## Requirements for Bidding

Actual requirements for bidding will be identified in the bid request documents. These include but are not limited to:

### 1. **Mandatory Bidding Requirements**

Each bid request document stipulates certain mandatory bidding requirements. These include proper execution of the bid documents without qualification, identification of the official receiving location and date/time deadline for the submission of documents. Other requirements may include attendance at a mandatory pre-bid meeting or the submission of other documents such as bid bonds and/or performance securities at the time the bid is submitted. Bidders are strongly advised to read the bid documentation thoroughly and become familiar with the host agency's purchasing policies, procedures or purchasing bylaw, as applicable.

### 2. **Scope of Work and Required Capabilities**

Bidders should ensure they fully understand the scope of work (i.e. required goods and services) identified in the bid documents. A thorough review of the bid

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document may result in questions which can be raised during the question submission period identified in the bid documents. This is especially important for bid opportunities involving a high participation from the member agencies where services or deliveries of goods may have to be made to a number of agencies at the same time.

### **3. Clarifying Terms in the Bidding Documents**

Bidders have a responsibility to request clarification of the documents prior to the closing time and date, or within the time allowed for inquiries as defined in the bid document. Changes to the terms, conditions or specifications of a bid document will not be permitted after the bidding period has closed. For example, if a bidder has an alternative product or service that meets functional requirements but does not completely comply with the specifications of the document, a written request for modification of the specifications must be made before the closing time and date. Note that any changes to the document terms, conditions or specifications are to be addressed in writing to the host agency. All approved changes will be confirmed in writing through an official addendum to the bid documents issued by the host agency and distributed to all registered document takers.

### **4. Pricing**

Pricing must be provided as outlined in the bid document and submitted in the prescribed manner. Prior to submitting a bid, if an error is noted, the bidder must contact the host agency to request a clarification/correction before the inquiry deadline, as provided in the bid document. Changes to a Bidders unit pricing after bid submission is not allowed.

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## How to Contact Us

A list of co-operatively purchased commodities and contract information is included in this brochure. General inquiries concerning the Durham Purchasing Co-operative Group may be directed to the current Chair:

Kelly Macpherson, CSCMP, Procurement Officer

The Regional Municipality of Durham

Phone number: 905-668-7711

Email address: [DurhamRegionPurchasing@durham.ca](mailto:DurhamRegionPurchasing@durham.ca)

Inquiries may also be made with any of the Purchasing Offices listed. Alternately contact information can be found by accessing each agency's website.

The Corporation of the City of Oshawa	<a href="http://www.oshawa.ca">www.oshawa.ca</a>
The Corporation of the City of Pickering	<a href="http://www.pickering.ca">www.pickering.ca</a>
The Corporation of the Town of Ajax	<a href="http://www.ajax.ca">www.ajax.ca</a>
The Corporation of the Municipality of Clarington	<a href="http://www.clarington.net">www.clarington.net</a>
The Corporation of the Town of Whitby	<a href="http://www.whitby.ca">www.whitby.ca</a>
The Durham District School Board	<a href="http://www.ddsb.ca">www.ddsb.ca</a>
The Regional Municipality of Durham	<a href="http://www.durham.ca">www.durham.ca</a>
Ontario Tech University	<a href="http://www.ontariotechu.ca">www.ontariotechu.ca</a>
Durham College	<a href="http://www.durhamcollege.ca">www.durhamcollege.ca</a>
Durham Region Non-Profit Housing Corporation	<a href="http://www.durham-housing.com">www.durham-housing.com</a>
Municipal Property Assessment Corporation	<a href="http://www.mpac.ca">www.mpac.ca</a>
The Corporation of the Township of Brock	<a href="http://www.townshipofbrock.ca">www.townshipofbrock.ca</a>
The Corporation of the Township of Scugog	<a href="http://www.scugog.ca">www.scugog.ca</a>
The Corporation of the Township of Uxbridge	<a href="http://www.town.uxbridge.on.ca">www.town.uxbridge.on.ca</a>



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## Commodity Listing

<b>Commodity Description:</b>	<b>Host Agency:</b>	<b>Phone:</b>
Aerial Device Inspection & Testing	City of Oshawa	905-436-5637
Aggregate Road Materials Registry	Municipality of Clarington	905-623-3379
Armoured Car Services	Town of Whitby	905-430-4300
Asphalt, Hot & Cold Mix	City of Oshawa	905-436-5637
Calcium/Magnesium Liquid applied to Roads	Town of Whitby	905-430-4300
Catch Basin Cleaning	Region of Durham	905-420-4660
Copier Paper	Town of Whitby	905-430-4300
Culvert	City of Pickering	905-420-4660
Gas & Diesel Fuel	Region of Durham	905-668-7711
Granular A, Stockpiled	Region of Durham	905-668-7711
Hardware & Safety	Region of Durham	905-668-7711
Heating Fuel Oil	Region of Durham	905-668-7711
Lamps & Ballasts	Municipality of Clarington	905-623-3379
Mixing Winter Sand/Salt	City of Oshawa	905-668-7711
Natural Gas	Region of Durham	905-668-7711
Plow Blades & Hardware	City of Oshawa	905-436-5637
Pool Chemicals	Town of Ajax	905-683-4550
Propane Cylinders & Bulk	Region of Durham	905-668-7711
Pumper Truck Inspection & Testing	City of Oshawa	905-436-5637
Salt Haulage from Bowmanville Dock to Depots	Region of Durham	905-668-7711
Salt Supply to Bowmanville Dock	Region of Durham	905-668-7711
Supply & Delivery of Winter Sand	Region of Durham	905-668-7711
Tires & Service	Region of Durham	905-668-7711
Traffic Sign, Hardware & Posts	Municipality of Clarington	905-623-3379
Winter Sand	City of Oshawa	905-436-5637

**Note:** Commodity Listing may be updated without prior notice.