

WELCOME
WELCOME
WELCOME



Selling to The City

Agenda

- Learn how the City buys products and services
- Details on the Tendering process
- The City's Sustainable Purchasing Policy
 - Vendor Leadership
 - Supplier Code of Conduct
- Introduction to Alberta Purchasing Connection (APC)

Who we are...

- The City of Edmonton has over 12,000 employees.
- The City has over 800 functional locations.
- The City of Edmonton spends over \$1 Billion on construction, goods and services each year.
- Over \$30 Million off-contract spend
- Over 1,000 City employees hold Corporate Credit Cards.

Why we need you?

Check out our
Selling to the City Video!

http://www.edmonton.ca/business_economy/selling-to-the-city.aspx

So How Does The City Buy Products and Services?

- **Follow Trade Agreements**
 - Agreement on Internal Trade (AIT)
 - New West Partnership Trade Agreement (NWPTA)
- **Agreement on Internal Trade (AIT)**
 - Goods & Services = \$100,000
 - Construction = \$250,000
 - Website: <http://www.ait-aci.ca/index.html>
- **New West Partnership Trade Agreement (NWPTA)**
 - Goods & Services = \$75,000
 - Construction = \$200,000
 - Website: <http://www.newwestpartnershiptrade.ca/>

Ways to Buy

- The City buys in 2 different ways:
 - Managed Spend
 - Un-Managed Spend
- **Managed Spend**
 - Over Agreement Levels
 - Tendering opportunities are put out to the market place.
 - All businesses are able to submit a bid.
 - Types:
 - Standing Offer (Outline Agreement)
 - Tendering/Invitation to Tender
 - Request for Proposal/RFP
 - Sole/Single Sourcing

Ways to Buy, continued...

- Description of Work (what we are looking for)
- Delivery Timelines (When we need it by)
- Price (Total, Per Unit, Hourly, Breakdown, etc)
- Requirements (Mandatory, WCB, Insurance, COR, SECOR, References, Equipment, etc.)
- Terms and Conditions

How are tenders are scored?

- Price
- Mix of factors (i.e. Price 60%, Delivery 20%, References 20%)

Smaller Tender Examples

- 922444 - Transit Centre Cleaning Solutions
- 919688 – Grass Seed
- 919964 – Personal Floatation Devices (PFD's)

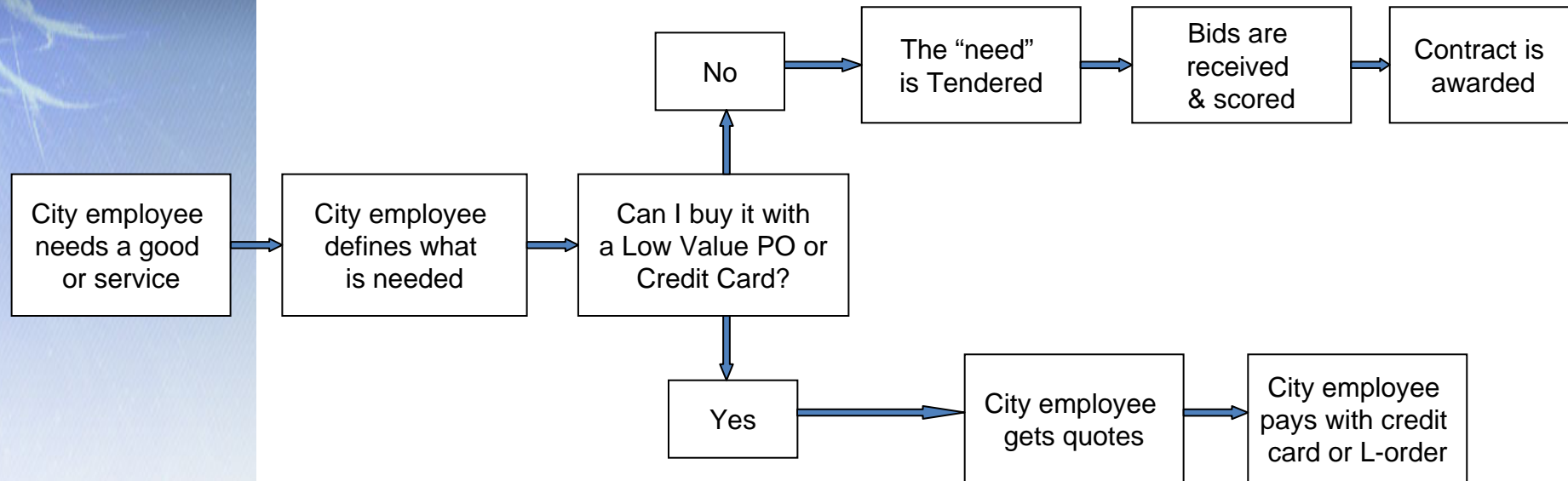
Ways to Buy, continued...

- **Un-Managed Spend**
 - **Below** trade agreement levels. (\$75K Goods & Services, \$200K Construction)
 - Ways to gather info and quotes
 - Request for Quotations, Telephone Buys, Single Sourcing
 - Ways to Pay
 - Low Value Purchase Orders, Credit Cards

Examples that may be untendered...

- 4300W Generator
- Appraisal Sketching Software
- Wide Format Printer
- Pool Lift
- Heating Coil Replacement
- Insulation of Chiller Lines
- Low Speed Motor
- Whole Frozen Capelin
- Tote Bags
- Some Printing Services
- Installation of Auto Door Closers
- Kitty Cribs
- Ceiling Tile Removal and Installation

Simplified Purchase Process



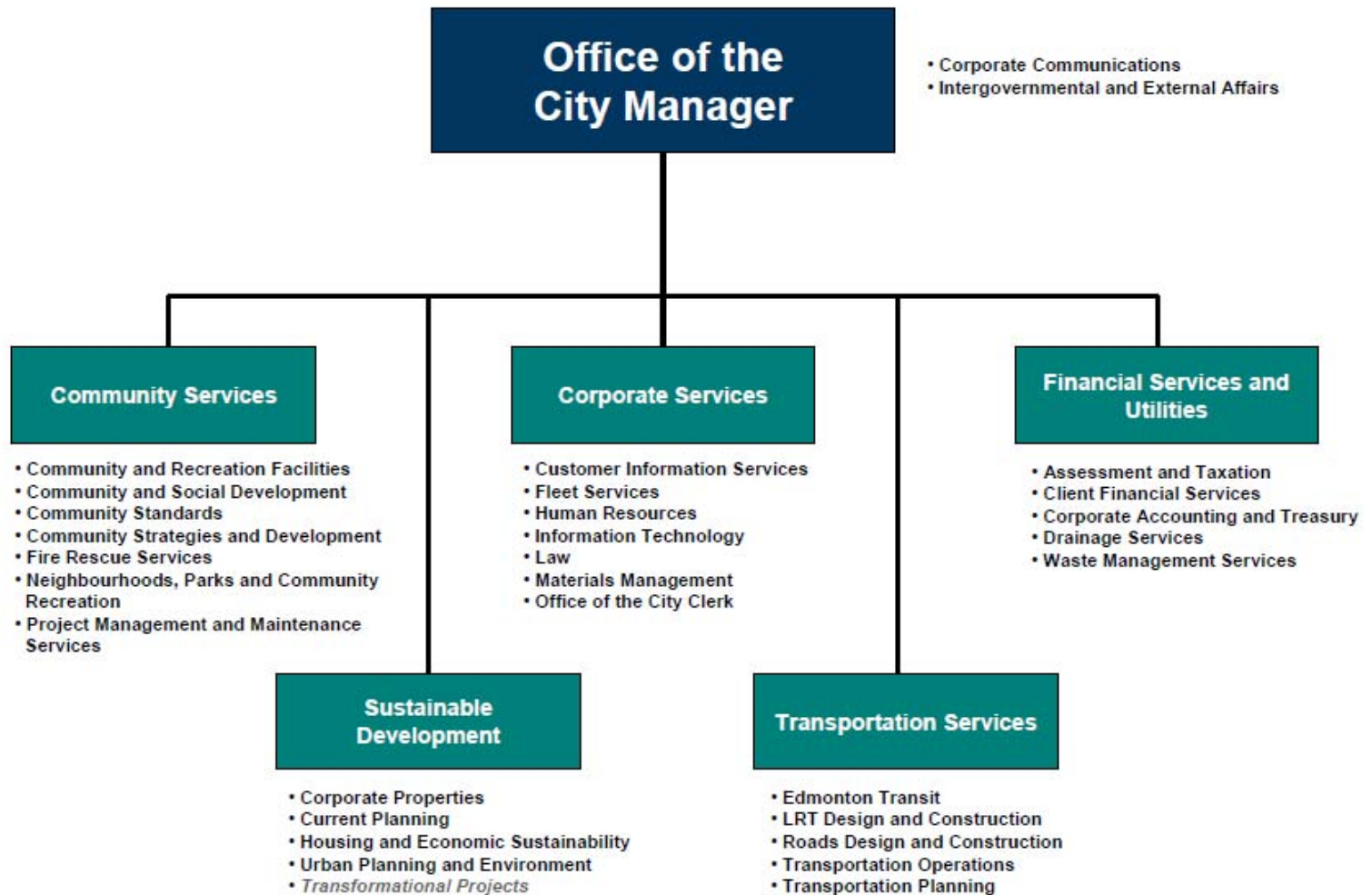
How You Can Sell Your Goods or Services To The City?

- **For Managed Spend:**
 - For Goods and Services
 - Alberta Purchasing Connection
 - www.PurchasingConnection.ca
 - For Construction
 - Alberta Construction Association
 - www.CoolNet.ab.ca
 - Edmonton Construction Association
 - www.CoolNetEdmonton.ab.ca
 - Only the notice is posted to APC

How Can You Sell Your Goods or Services To The City?

- **For Unmanaged Spend:**
 - Check Alberta Purchasing Connection
 - With over 12,000 employee's the KEY is to make your business stand out.
 - Use the City's website to help find areas that might use your business.
 - <http://www.edmonton.ca/contactus.aspx>

City Org Chart



Improve Your Chances of Being Successful, continued...

- Sustainable Purchasing Policy
 - http://www.edmonton.ca/business_economy/selling_to_the_city/sustainable-purchasing-policy.aspx
- It addresses environmental and social/ethical considerations.
- It allows potential suppliers to be rewarded for innovation and commitment to sustainability.
 - “I use vegetable based inks and my black ink is partially recycled, my warehouse is heated in the winter by the warm air generated from the presses chilling unit, we have 600V service to optimize electricity usage, my prepress chemistry is water based and we have a system to neutralize the waste.”

What Else Do You Need To Know?

- In keeping with the spirit of the Sustainable Purchasing Policy, The City is requesting all of our suppliers/contractors to sign and adhere to the City's Supplier Code of Conduct.
- Ensures that social requirements are being met (No forced labour, child labour, no discrimination, etc.)
- Ensures that environmental requirements are being met (awareness of laws, regulations, approvals, permits, etc.)

What Else Do You Need To Know? continued...

- In addition to tender rules (terms and conditions)
 - You must follow existing laws, bylaws and codes.
- You may also be required to:
 - Have the appropriate Insurance
 - Have WCB coverage
 - Safety requirements
 - Certificate of Recognition (COR/SECOR)
 - OHS Training
 - WHIMIS
 - First Aid

What Else You Need To Know? continued...

- Don't just drop in - schedule an appointment with City staff.
- Provide sample products if requested by the City staff.
- As employees are guided by the City's Code of Conduct please refrain from offering gifts/gratuities.

We're Proud to be
Your City & Your Customer!