

# THE CORPORATION OF THE CITY OF VAUGHAN

## CORPORATE POLICY

**POLICY TITLE:** BID CANCELLATION

**POLICY NO.:** 15.A.08

<b>Section:</b>	Procurement		
<b>Effective Date:</b>	November 20, 2023	<b>Date of Last Review:</b>	November 20, 2023
<b>Approval Authority:</b> Administration	<b>Policy Owner:</b> DCM, Legal and Administrative Services & City Solicitor		

### POLICY STATEMENT

A Bid may be cancelled if it is no longer required or compliant to a Bid Request, City policies and or procedures.

### PURPOSE

This policy sets out the circumstances under which a Bid Request may be cancelled by the City.

### SCOPE

This policy applies to all procurement processes for goods and services undertaken by the City under the Corporate Procurement Policy #15.C.03.

### LEGISLATIVE REQUIREMENTS

Section 270(1) of the *Municipal Act 2001*, stipulates that a municipality shall adopt and maintain policies with respect to its procurement of goods and services.

The City's Corporate Procurement Policy #15. C.03 was adopted by Council on May 16, 2023.

### DEFINITIONS

1. **Bid:** A proposal, offer or submission from a Bidder in response to a Bid Request.
2. **Bidder:** Any legal entity that submits a Bid.

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- 3. Bid Request:** A solicitation from the City to potential Bidders to submit a Bid.
- 4. Bidding System:** The online, electronic bidding system, used by the City to make Bid documents available.
- 5. Department Director:** The City staff responsible for the operation of a City Department and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.

Any other terms capitalized in this procedure have the same meaning as in the City's Corporate Procurement policy, 15.C.03, as amended, (the "City's Corporate Procurement Policy").

## **POLICY**

### **1. Cancellation of a Bid Request**

- 1.1. The City may cancel a Bid Request any time before a Contract is awarded subject to the requirements of this policy.
- 1.2. A Procurement Category Specialist (PCS) will notify Bidders of the Bid Request cancellation through the City's Bidding System.

### **2. Bid Cancellation Reasons**

The Director of Procurement Services may authorize the cancellation of a Bid Request if:

- 2.1. The Department Director requests cancellation because the Bid(s) pricing exceeds the estimated or approved budget for the proposed contract.
- 2.2. The Department Director determines that a change in the scope of work or specifications is required.
- 2.3. The Department Director determines that there is no longer a need for the Goods and or Services requested.
- 2.4. The Bid Request failed to elicit Bids, competition, or any qualified Bidders.
- 2.5. In the opinion of the Director of Procurement Services, the integrity of the procurement process has been compromised.
- 2.6. Any other reason for cancellation applies, as outlined in the Bid Request.

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**3. Bidder Costs**

3.1. The City is not liable to pay or reimburse Bidders for any costs incurred in preparing and submitting their Bid, including a Bid submitted for a Bid Request which is ultimately cancelled in accordance with this Policy.

**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	Other (specify) Four	<b>Next Review Date:</b>	November 20, 2027
<b>Related Policy(ies):</b>	15.C.03 Corporate Procurement		
<b>Related By-Law(s):</b>			
<b>Procedural Document:</b>			

**Revision History**

<b>Date:</b>	<b>Description:</b>
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