

## Methods of Procurement

Type	\$ Threshold
Low value procurement	<\$25,000
Invitational competition	\$25,001 up to \$100,000
Open competition	>\$100,000

For complete details on the Purchasing By-Law, please visit [orillia.ca/procurement](https://orillia.ca/procurement).

The City of Orillia is a member of the Georgian Bay Area Public Purchasing Collaborative and purchases specific goods and services through the group.


## About Orillia

The City of Orillia has a population of 35,000 people in the heart of Lake Country, on the shores of Lake Couchiching and Lake Simcoe. The City is forecasted to grow to 50,000 people by 2051 and is designated as a Primary Settlement Area as set out in the Province of Ontario's Growth Plan. Further details on the City can be found at [orillia.ca](https://orillia.ca).

The City of Orillia is one of sixteen municipalities located within the County of Simcoe. Orillia is responsible for providing services such as fire protection, roads services, water and wastewater, parks and recreation, building and planning and development control.

## Contact Information

 50 Andrew Street South, Suite 300  
Orillia, Ontario L3V 7T5

 705-325-1311

 [procurement@orillia.ca](mailto:procurement@orillia.ca)



learn more



# Doing Business with Orillia

[orillia.ca](https://orillia.ca)



## Finding bid opportunities

City of Orillia bid opportunities are posted on the City's electronic bidding system:

[orillia.bidsandtenders.ca](http://orillia.bidsandtenders.ca)




## Tender alerts

Vendors who are interested in providing goods and services to the City of Orillia need to create an account at [orillia.bidsandtenders.ca](http://orillia.bidsandtenders.ca) to automatically receive tender alerts.

Vendors will receive an automatic email notification from [bidsandtenders.ca](http://bidsandtenders.ca) when the City has posted a bid opportunity that is relevant to the vendor's business.

For more information about Bids and Tenders and their services, please contact:

 [bidsandtenders.ca](http://bidsandtenders.ca)

 1-800-594-4798

 [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca)

## Preparing a bid: tips

- Thoroughly and carefully read the bid document.
- Follow all instructions and conditions.
- Questions must be submitted through the electronic bidding system [bidsandtenders.ca](http://bidsandtenders.ca) (note: verbal inquiries will not be accepted).
- Allow sufficient time to prepare the bid submission.
- Check the electronic bidding system [bidsandtenders.ca](http://bidsandtenders.ca) website for any addenda.
- Allow sufficient time to complete the online electronic submission.
- Ensure all required information requested to be entered or uploaded on the tendering site is complete and accurate.

## Additional information

Other details that can be obtained from [orillia.bidsandtenders.ca](http://orillia.bidsandtenders.ca):

Plan takers / bidders list

Unofficial results

Official award results



## Submitting a bid: reminders

- 1 All submissions are completely electronic.
- 2 Complete all required bid sections on the City's bidding site: [orillia.bidsandtenders.ca](http://orillia.bidsandtenders.ca).
- 3 Verify any uploaded documents are clearly identifies and the content is complete.
- 4 If an addendum is issued after bid(s) are submitted, the vendor will be notified via email that their submission has been withdrawn from the system.

The vendor must then acknowledge addendum and make the necessary amendments to their submission. The vendor will be required to re-submit their submission. Once re-submitted, the vendor will receive a bid receipt confirmation email.

