



CORPORATE PROFILE

District government in Muskoka is organized in a two-tier system. The District Municipality of Muskoka forms the upper-tier, working closely with six Area Municipalities who make up the other tier.

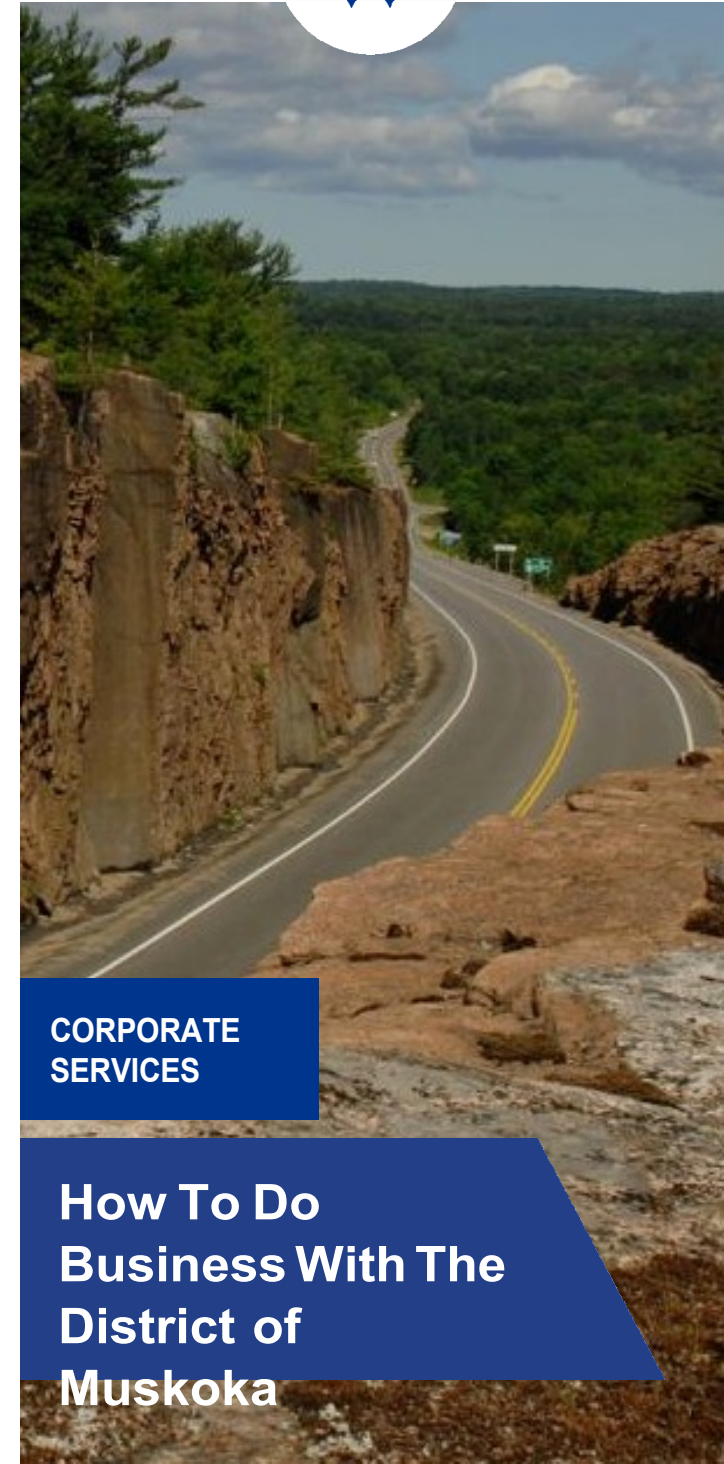
District operations include:

- Administration
- POA Court
- Community Services
- Long Term Care
- Social Housing
- Water and Wastewater
- Roads, Locks & Bridges
- Waste Management
- Finance & Corporate Services
- Information Technology
- Planning & Development
- Muskoka Airport

CONTACT

The District Municipality of Muskoka
70 Pine Street
Bracebridge, ON P1L 1N3
Phone: 705-645-2231
purchasing@muskoka.on.ca

www.muskoka.on.ca



CORPORATE SERVICES

How To Do Business With The District of Muskoka

REMINDERS

- Thoroughly read the bid document
- Follow all instructions and conditions
- Questions – send all inquiries related to the opportunity to the contact listed in the document. Inquires will not be accepted verbally
- Check for any addendums and acknowledge receipt of them on the Bid Form
- Double check your mathematical calculations
- Initial any changes made to your bid
- Remember to sign and seal your bid. An unsigned bid will result in rejection
- If a Bid Deposit and/or Contract Security is required, ensure it is included with your submission
- Remember to seal your submission envelope

OUR PURCHASING PROCESSES

The District Municipality of Muskoka is committed to securing the best products and services at the most competitive prices through open and competitive procurement processes.

The District utilizes the following types of bid documents:

- RFQ (Request for Quotation)
- RFP (Request for Proposal)
- RFT (Request for Tenders)
- RFSA (Request for Standing Arrangements)
- RFPQ (Request for Pre-Qualification)

For complete details on the District's Procurement Policy please visit www.muskoka.on.ca.

The District is a member of the Muskoka Parry Sound Public Purchasing Group and purchases certain goods and services through the Group. The District advertises these opportunities on behalf of the Group.



WHAT GOODS & SERVICES DO WE PURCHASE

- Construction services and materials
- Vehicles, equipment and repairs
- Computer hardware and software
- Consulting and professional services
- Plumbing, HVAC and Electrical
- Clothing and uniforms
- Office equipment, supplies and furniture
- Life safety supplies
- Waste collection services
- Custodial and grounds maintenance services

WHERE TO FIND OUR OPPORTUNITIES

Bid opportunities can be found on:

- www.muskoka.on.ca
- Biddingo.com
- Local newspaper

Any business interested in becoming a vendor for the District is encouraged to register with www.biddingo.com.

You will then receive automated emails each time a bid opportunity is posted for the preferred business categories you select.