Get Connected: Doing Business with North Perth

A simple guide to sharing what you offer and finding opportunities with North Perth.

Path A — Contractor / On-Site Services

You or your crew work on municipal property

Share what you do and how to reach you. Include your contact information and the categories or services you provide, such as trades, repairs, installations, snow clearing, inspections or consulting.

Paperwork: No paperwork is required to join the contact list. For formal bids, submit the WSIB, insurance, and other documents required by the bid. Complete the Contractor Package after the award and before work begins.

Path B - Supplier of Goods Only

You supply or drop off product - no work on site

Share what you sell and how to contact you. Include your product categories, a contact person and, if available, a current price list or catalogue.

If you will install a product or use equipment to unload it on municipal property, follow the on-site services information.

Next step: Email **procurement@northperth.ca** with your business name, contact name, phone number, email, and the goods or services you provide.

How North Perth May Buy

QUICK PURCHASE

Low Value Purchase · under $10,000

For a one-time need, staff may buy directly when fair market value can be demonstrated. Keep your contact details and categories current.

WRITTEN QUOTE REQUEST

Informal Quotation · $10,000 to under $50,000

For a one-time need, staff request at least three written quotes from different bidders. Each bidder receives the same criteria and instructions. Submit your complete quote by the deadline. For on-site work, provide your Certificate of Insurance (COI), WSIB clearance and Contractor Package before work begins.

POSTED OPPORTUNITY

Formal RFQ, RFT or RFP

Posted publicly on northperth.bidsandtenders.ca for interested businesses to review and bid.

You need a free portal account, plus registration on each opportunity you intend to bid on. On-site work also requires WSIB clearance and proof of insurance with your bid. Submit online before the closing time — late bids are not accepted.

Working on Municipal Property?

Requirements depend on the project and issued documents.

WSIB

A valid clearance certificate, or written confirmation of exemption, will be required before work starts and throughout the job.

INSURANCE

Certificate of Insurance with a minimum $2M general liability, plus $2M auto liability if a licensed vehicle is used, with North Perth as an additional insured.

CONTRACTOR PACKAGE

Includes health and safety information, contacts, licenses and other required forms. Complete it after the award and before work begins. Email the Procurement Officer for a blank package.

Important: The contact list helps staff find your business. It is not a vendor-of-record or pre-qualified supplier list and does not guarantee a quote request, contract or amount of work. Purchases depend on operational needs, approved budgets, the Procurement By-law, and each opportunity.

A contact list is not a pre-qualified vendor roster and does not replace a competitive procurement process. Where this guide differs from Procurement By-law No. 58-2024 or an issued bid document, the by-law and issued document apply.