

**ETHICAL STANDARD GUIDE FOR THE TOWN OF STOUFFVILLE
VENDORS PARTICIPATING IN PROCUREMENT**

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NOTE: The Town reserves the right to amend or update this document at any time.

1. ETHICAL STANDARDS FOR VENDORS

Professional ethical standards for Vendors during the bidding process and contract administration are crucial to ensure fairness, transparency, and accountability. This guide outlines general ethical standards which help build trust between Vendors, clients, and other stakeholders and ensure that the work is completed in accordance with the agreed terms and within the scope of the project.

ETHICAL STANDARDS DURING THE BIDDING PROCESS:

2. COMPLIANCE WITH LAWS AND REGULATIONS

Vendors must comply with all local, state, and national laws, regulations, and standards relevant to public procurement. This includes adherence to environmental, labor, and safety standards and all anti-corruption and anti-bribery laws.

3. FAIR COMPETITION

Vendors are expected to engage in the procurement process with honesty and integrity. They should not engage in any form of collusion, bid rigging, or market manipulation. All procurement activities must be conducted with fairness and equal opportunity for all eligible vendors.

4. HONESTY AND TRANSPARENCY IN BIDDING

Vendors must provide accurate, clear, and truthful information in all aspects of the bid. They should not misrepresent their qualifications, project capabilities, or costs. False claims about their experience or financial standing are unethical.

5. FAIR COMPETITION

Vendors should compete fairly and avoid anti-competitive behavior such as bid-rigging, collusion, or price-fixing. They should also refrain from using unethical tactics like underpricing to eliminate competition or gain an unfair advantage.

6. RESPECT FOR CONFIDENTIALITY

Vendors must respect the confidentiality of sensitive information obtained during the bidding process. This includes not using proprietary data from competitors or the client to their advantage.

7. COMPLIANCE WITH PROCUREMENT GUIDELINES

Vendors should adhere to all procurement rules, regulations, and guidelines established by the client, including submission deadlines, required documents, and bid specifications. Non-compliance can result in disqualification and reputational damage.

8. AVOIDING CONFLICTS OF INTEREST

Vendors should disclose any conflicts of interest that may affect the fairness of the bidding process. This includes relationships with employees or stakeholders involved in the decision-making process.

9. NO BRIBERY OR CORRUPTION

Vendors should refrain from offering bribes, kickbacks, or any other form of illegal or unethical compensation to gain an advantage in the bidding process. This also includes offering gifts or other incentives to decision-makers or procurement staff.

10. ACCURATE COSTING AND PRICING

Vendors must provide pricing that reflects the accurate cost of the project. Underestimating costs to win a contract or overpricing bids to manipulate profit is unethical and can lead to poor project outcomes.

ETHICAL STANDARDS DURING THE CONTRACT ADMINISTRATION

11. ADHERENCE TO CONTRACT TERMS

Vendors should honor the terms and conditions of the contract, including scope of work, timelines, budgets, and quality standards. They should not attempt to alter the contract unilaterally or engage in unauthorized changes.

12. TIMELY DELIVERY AND PERFORMANCE

Vendors must ensure that they complete their work on time and to the agreed-upon specifications. If delays or issues arise, they should communicate these promptly and work with the client to find solutions, without compromising quality or safety.

13. TRANSPARENCY IN REPORTING

Vendors should provide accurate, honest progress reports and updates to the client. Any potential issues or risks should be communicated clearly and promptly to avoid surprises or misunderstandings.

14. MANAGING SUBCONTRACTORS ETHICALLY

Vendors should treat subcontractors with fairness and respect, ensuring that they are paid on time, receive fair treatment, and comply with the terms of their subcontracts. Any subcontractor-related issues should be overseen professionally and in accordance with the contract.

15. COMPLIANCE WITH SAFETY AND LEGAL STANDARDS

Vendors are responsible for ensuring that the worksite complies with safety regulations, health laws, and other applicable legal standards. This includes providing a safe work environment for employees, subcontractors, and visitors.

16. INTEGRITY IN PAYMENTS AND INVOICING

Vendors must ensure that all invoices are accurate and reflect the work completed. They should not inflate or falsify charges or request payments for work that has not been done.

17. DISPUTE RESOLUTION AND FAIR NEGOTIATION

If disputes arise during the contract period, Vendors should engage in good faith negotiations and work towards a fair resolution. This may include mediation or arbitration where applicable, but Vendors should avoid taking advantage of clients or exploiting ambiguities in contract terms.

18. SUSTAINABILITY AND ENVIRONMENTAL RESPONSIBILITY

Vendors should adhere to environmental best practices during the execution of the contract. This includes using sustainable materials, minimizing waste, and ensuring compliance with environmental regulations.

19. RESPECT FOR CLIENT'S BEST INTERESTS

Vendors must act in the best interest of the client, ensuring that their actions and decisions contribute to the project's success. This includes being mindful of costs, quality, and the long-term sustainability of the project.

20. MAINTAINING PROFESSIONALISM AND COMMUNICATION

Vendors must maintain a high standard of professionalism throughout the contract period, which includes respectful and clear communication with all stakeholders. Any concerns should be raised in a constructive manner, and Vendors should be open to client feedback.