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Whereas under Section 271 of the Municipal Act, R.S.O., 2003, Council must establish a policy for the procurement of goods. And Whereas this policy must identify the types of procurement processes that shall be used, the goals to be achieved by using each type of procurement process, the circumstances under which each type of procurement process shall be used, the circumstances under which the tendering process is not required, the circumstances under which in-house bids will be encouraged as part of the tendering process, how the integrity of each procurement process will be maintained, how the interests of the municipality, local board, public and persons participating in a procurement process will be protected and how and when the procurement processes will be reviewed to evaluate their effectiveness. Now Therefore Council enacts as follows:

1. For the purchase of day to day consumable supplies, such as office supplies, shop supplies and cleaning compounds, the purchaser shall have regard to the best retail price offered. This may entail purchasing supplies on sale, or purchasing from a different source than usual. Supplies purchased are usually under \$500.00, however on occasion it may be permissible to purchase in bulk amounts which will be higher than \$500.00. Sources of information may include sale catalogues and telephone inquires. The goal of this process is to provide consumable supplies as needed for the best possible price. A formal tendering process is not required.
2. For the purchase of capital equipment over \$500.00 but under \$3,000.00, approval shall be obtained from Council before purchase. The purchaser shall supply Council with price comparisons from 3 different sources if available. The goal of this process is to provide the best possible price on equipment. An informal tendering process comprised of price comparisons shall be performed by the purchaser. A formal tendering process is not required.
3. For the purchase of capital equipment over \$3,000.00 the purchaser shall comply with a formal tendering process. The formal tendering process shall consist of notice of the intent of the Municipality to tender, along with a request to submit written tenders. Formal tenders may be published in a newspaper having general circulation in the Township, or, in certain cases, may be by invitation only, as Council determines. Formal tenders shall be in a format approved by Council and submitted in a sealed envelope. Tenders shall be opened at a time established by Council. Lowest or any tenders not necessarily accepted. The goal of this process

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is to ensure the tendering process provides the best possible price for goods. This process shall also be used for the provision of services such as equipment rentals, or construction and other matters whereby there may be no real property purchased.

The dollar amount to be reached before formal tendering shall be for only one instance of each matter. For example, the hiring of equipment to perform road repairs may be under the required amount for formal tendering each time. In such cases, unless the Road Superintendent is aware of an on-going need for the service, the relevant process shall apply.

- 4. These procurement processes shall be reviewed from time to time to establish that they remain the “best practice” policy for the Township.