

**THE CORPORATION OF THE
MUNICIPALITY OF ARRAN-ELDERSLIE**

BY-LAW NO. 59-09

A By-law to Amend the Municipal Code – Schedule A – General Government –
Finance: Procurement Policy

WHEREAS Section 271 of the *Municipal Act, 2001* requires that Council shall adopt policies with respect to its procurement of goods and services;

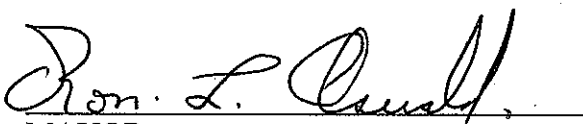
AND WHEREAS Council at its meeting of November 9, 2009 adopted the recommendation in SRCAO.09.58 regarding amendments to the Municipal Code – Schedule A – General Government – Finance: Procurement Policy;

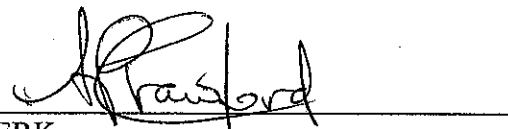
NOW THEREFORE THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. That the Municipal Code – Schedule A – General Government – Finance: Procurement Policy be deleted and replaced with Schedule A attached to this by-law.
2. That Schedule A attached shall form part of this by-law.
3. That By-law No. 33-04 be repealed.

READ A FIRST AND SECOND TIME THIS 9TH DAY OF NOVEMBER, 2009.

READ A THIRD TIME AND PASSED THIS 9TH DAY OF NOVEMBER, 2009.


MAYOR


CLERK

Schedule A to By-law No. 59-09

Schedule A – General Government – Finance:
Procurement Policy

INDEX

Article 1

PURPOSE

- 1.1 General provisions

Article 2

GOALS AND OBJECTIVES OF THE PROCUREMENT PROCESS

- 2.1 Integrity – best quality – value – transparency
- 2.2 Local preference

Article 3

DEFINITIONS AND INTERPRETATIONS

- 3.1 Agreement – defined
- 3.2 Award – defined
- 3.3 Bidder – defined
- 3.4 Consulting and professional services – defined
- 3.5 Council – defined
- 3.6 Chief Administrative Officer/Clerk – Treasurer – Head of a Department – defined
- 3.7 Consultant – defined
- 3.8 Competitive Method – defined
- 3.9 Contract – defined
- 3.10 Cooperative procurement – defined
- 3.11 Department – defined
- 3.12 Department Head – defined
- 3.13 Emergency – defined
- 3.14 Emergency purchases – defined
- 3.15 Formal quotation – defined
- 3.16 Goods and services – defined
- 3.17 Identical bids – defined
- 3.18 Informal quotation – defined
- 3.19 Informal submission – defined
- 3.20 In house bids – defined
- 3.21 Municipality - defined
- 3.22 Policy – defined
- 3.23 Procurement – defined
- 3.24 Procurement procedures – defined
- 3.25 Pre-qualified bidder – defined
- 3.26 Pre-qualification process – defined
- 3.27 Public entity – defined
- 3.28 Purchasing – defined
- 3.29 Qualified bid – defined
- 3.30 Quotation – defined

- 3.31 Request for Information – defined
- 3.32 Request for Proposal – defined
- 3.33 Requisition - defined
- 3.34 Single source - defined
- 3.35 Sole source - defined
- 3.36 Surplus goods - defined
- 3.37 Tender - defined

Article 4

EXPENDITURE CONTROLS

- 4.1 Authorization procedures - all purchases - set out
- 4.2 Purchase - not greater than \$500
- 4.3 Purchase – between \$501 and \$5,000
- 4.4 Purchase – between \$5,001 and \$20,000
- 4.5 Purchase – over \$20,001
- 4.6 Tender – RFP – irregularity – informality – report
- 4.7 Tender – RFP – RFQ – waived – Council approval
- 4.8 Advertisement – when required – local newspaper
- 4.9 Procurement – carried out as per policies and procedures
- 4.10 Contract document – authority to execute – CAO – Treasurer

Article 5

PROCUREMENT BY NEGOTIATION

- 5.1 Conditions – Department Head - CAO
- 5.2 Negotiation method used – report to Council

Article 6

EMERGENCY PURCHASES

- 6.1 Chief Administrative Officer – responsibility
- 6.2 Departmental responsibility – outside business hours
- 6.3 Departmental purchase – notification – Chief Administrative Officer
- 6.4 Joint report to Council – nature of emergency – actions
- 6.5 Contract documents – authority to execute – CAO – Treasurer

Article 7

DISPOSAL OF SURPLUS GOODS

- 7.1 List to other departments – disposal if not otherwise useful
- 7.2 Employee restriction – purchasing of surplus goods

Article 8

COOPERATIVE PROCUREMENT

- 8.1 Authority to procure in cooperation with other public entities – conditions
- 8.2 Public entity purchases same goods or services

Article 9

CONSULTING AND PROFESSIONAL SERVICES

- 9.1 Procurement provisions – set out
- 9.2 Services less than \$5,000 – user department authority
- 9.3 Services – \$5001 - \$50,000 – minimum three proposals
- 9.4 Services – greater than \$50,001 – RFP required

Article 10

IN-HOUSE BIDS

- 10.1 Prohibited – as part of tendering process

Article 11

REVIEW AND EVALUATION OF BY-LAW

- 11.1 Responsibility – Chief Administrative Officer – Treasurer
- 11.2 Review – minimum requirement – new developments

Article 12

PROHIBITIONS

- 12.1 Confidentiality – financial disclosure prohibited
- 12.2 Personal purchases – prohibited
- 12.3 Code of Conduct – applicable to all staff
- 12.4 Conflict of Interest – Council – Staff
- 12.5 Conflict of interest – consultants
- 12.6 Authority to contract – provided by by-law
- 12.7 Splitting invoicing to meet criteria – prohibited
- 12.8 Contract commitment – as approved in budget process

Article 13

EXEMPTION FOR DONATIONS

- 13.1 Exemptions for donations

Article 14

CONTRACT DOCUMENTS

- 14.1 Delegation of authority to execute – CAO – Treasurer
- 14.2 Document may be executed electronically

Article 15

ADMINISTRATION

- 15.1 Conflict – other policies – procedures
- 15.2 Citation

Article 1

PURPOSE

1.1 General provisions

The purpose of this by-law is to protect the interest of the Municipality, public and persons participating in the procurement process by providing a clear statement of how goods and services will be acquired. This by-law will ensure that the integrity of the procurement process will be maintained by clearly defining the circumstances for which each procurement method can be used, how each expenditure is to be authorized and by requiring a regular review to ensure that the goals and objectives of the process are being met. The policies set out in this by-law will also ensure that when-ever possible competitive methods of procurement will be utilized to obtain the best value for the Municipality.

Article 2

GOALS AND OBJECTIVES OF THE PROCUREMENT PROCESS

2.1 Integrity – best quality – value – transparency

The key goals of the procurement process that the Municipality is committed to achieve in order to maintain the integrity of the process and protect the interests of the Municipality and the public are the best possible quality of goods and services at the best possible cost accountability, fairness, objectivity, efficiency, effectiveness and transparency. The goals achieved by each of the procurement processes are outlined in Schedule 'A'.

2.3 Local preference

When equivalent products or services are available at similar costs, preference shall be given to purchasing from a local supplier.

Article 3

DEFINITIONS AND INTERPRETATIONS

3.1 Agreement – defined

“agreement” means a duly executed and legally binding contract.

3.2 Award – defined

“award” means authorization to proceed with written legal agreement or contract to a selected compliant bidder, tenderer or proponent in accordance with the provisions of this by-law.

3.3 Bidder – defined

“bidder” means one who submits a response to an invitation to bid.

3.4 Consulting and professional services – defined

“consulting and professional services” means architects, engineers, designers, surveyors, management and financial consultants, brokers, legal representation, education and training and any other consulting and professional services rendered to the Municipality for a specific project or assignment.

3.5 Council – defined

“council” means the elected Council of The Corporation of the Municipality of Arran-Elderslie.

3.6 Chief Administrative Officer/Clerk – Treasurer – Head of a Department – defined

“Chief Administrative Officer/Clerk”, “Treasurer”, and “Head of a Department” mean the Chief Administrative Officer/Clerk, Treasurer, and Head of a Department of The Corporation of the Municipality of Arran-Elderslie.

3.7 Consultant – defined

“consultant” means person(s) with education and/or experience which uniquely qualifies him or her to perform some specialized service for The Corporation of the Municipality of Arran-Elderslie.

3.8 Competitive Method – defined

“competitive method” means a procurement process where vendors are given an equal opportunity to submit bids in accordance with the Municipality’s policies and procedures.

3.9 Contract – defined

“contract” means an agreement between parties with binding legal and moral force, usually exchanging goods or services for money or other consideration in the form of a purchase order, standard agreement or consultant agreement. Situations may require the use of a vendor’s standard agreement or other agreement.

3.10 Cooperative procurement – defined

“cooperative procurement” means procurement conducted by one primary public entity on behalf of two or more public procurement entities in order to obtain the benefits of volume purchases and efficiency of administrative expense.

3.11 Department – defined

“department” means a department established under the authority of Council.

3.12 Department Head – defined

“department head” means a person appointed to be responsible for the operation of the department.

3.13 Emergency – defined

“emergency” means a situation that has been identified by a Municipal employee who is able and qualified in a supervisory and/or management capacity, and who has taken the responsibility to ensure the immediate procurement of goods and services essential to prevent further damage to persons or property and to restore or maintain minimum service.

3.14 Emergency purchases – defined

“emergency purchases” means a procurement process where the usual competitive procurement rules are suspended due to the prevailing emergency circumstances.

3.15 Formal quotation – defined

“Formal quotation” is a competitive procurement process calling for a sealed bid based on precisely defined criteria, including standard terms and conditions, submitted in conformance with a prescribed format at a specified time and issue used where the value of the goods and services are estimated to be greater than \$5001 but not greater than \$20,000.

3.16 Goods and services – defined

“goods and services” includes labour, supplies, materials, equipment and services of every kind, including consulting and professional services.

3.17 Identical bids – defined

“identical bids” means a bid that agrees in all material respects inclusive of price with another bid.

3.18 Informal quotation – defined

“informal quotation” is a competitive procurement process calling for a bid for the provision of goods and services using the informal request for quotation form and is used where the value of the goods and services are estimated to be greater than \$501 but not greater than \$5,000.

3.19 Informal submission – defined

“informal submission” means a submission which contains an omission or irregularity on a tender, proposal, request for quotation and informal quotation response which is not fully in accordance with the call and requires further clarification, before it is accepted or rejected. Reference shall be made to Schedule ‘B’ for disposition of all informal submissions.

3.20 In house bids – defined

“in house bids” means the process that allows for internal staff to compete with external sources of supply for goods and services to the Municipality.

3.21 Municipality - defined

“Municipality” means The Corporation of the Municipality of Arran-Elderslie.

3.22 Policy – defined

“policy” means a governing principle or plan which establishes the general parameters for the Municipality to follow in carrying out its responsibilities.

3.23 Procurement – defined

“procurement” means the process of obtaining goods and services through purchase, lease or grants. The process includes the establishment of needs, description of requirements, selection of procurement method, determination of evaluation criteria, selection of sources, solicitation of offers, award of contracts, financing and contract administration.

3.24 Procurement procedures – defined

“procurement procedures” means the written procedures supporting the application of this by-law, as approved by the Treasurer in accordance with this by-law.

3.25 Pre-qualified bidder – defined

“pre-qualified bidder” means a supplier determined by the Municipality’s user department to meet the minimum set standards of business competence, reputation, financial ability, and product quality for placement on a list for specific tender or proposal calls as set out in a public request for pre-qualification.

3.26 Pre-qualification process – defined

“pre-qualification process” means a procurement process whereby submissions from potential suppliers are sought through the competitive method using a public request for pre-qualification for the purpose of evaluating whether the suppliers meet minimum standards of business competence, reputation, financial ability and product quality in order to be placed on a list receiving specific tender or proposal calls.

3.27 Public entity – defined

“public entity” means any municipality, school board or other local board within the Province of Ontario, any other level of government and any agency as that term is defined in the *Crown Agency Act, R.S.O. 1990, c.C.48*, as amended or superseded.

3.28 Purchasing – defined

“purchasing means the act and the function of responsibility for the procurement of equipment, materials, supplies and services, except real property.

3.29 Qualified bid – defined

“qualified bid” means a variation of a bid or proposal from the exact requirements.

3.30 Quotation – defined

“quotation” means an offer obtained from a selected person(s) to supply to, or acquire from the Municipality stipulated goods or services or a concession at a stated price, and terms of the transaction.

3.31 Request for Information – defined

“request for information” is a written request for details on a vendor’s background and the goods and services it is offering. Such information may be used to invite tender, proposal or quotation submission, and will not result in a contractual purchase.

3.32 Request for Proposal – defined

“request for proposal” is a competitive procurement process for obtaining unique proposals designed to meet broad outcomes to a complex problem or need for which there is no clear or single solution.

3.33 Requisition - defined

“requisition” means an internal request to obtain goods and services and the authority to commit funds to cover the purchase, and can take the form of a manual or electronic method.

3.34 Single source - defined

“single source” means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and services.

3.35 Sole source - defined

“sole source” means there is only one source of supply of particular goods and services.

3.36 Surplus goods - defined

“surplus goods” means any items no longer having any use to the Municipality or in excess of the needs of the Municipality, inclusive of but not limited to obsolete supplies, scrap materials, vehicles, etc., and have become a candidate for transfer, loan, or disposal.

3.37 Tender - defined

“tender” is a competitive procurement method for obtaining competitive bids based on precisely defined requirements for which a clear or single solution exists.

Article 4

EXPENDITURE CONTROLS

4.1 Authorization procedures - all purchases - set out

All purchases of goods and services shall be carried out in accordance with this by-law and the procurement procedures as defined in Section 3.24.

4.2 Purchase - not greater than \$500

Where the requirement for goods and services is not greater than \$500 (exclusive of applicable taxes), the purchase may be made by the end user department or by the Chief Administrative Officer.

4.3 Purchase – between \$501 and \$5,000

Where the requirement for goods and services is greater than \$501 but not greater than \$5,000 (exclusive of applicable taxes) the purchase may be made by the end user department or the Chief Administrative Officer, subject to obtaining three written competitive quotations where possible.

4.6 Purchase – between \$5,001 and \$20,000

Where the requirement for goods and services is greater than \$5,001 but not greater than \$20,000 (exclusive of applicable taxes), three written competitive quotes shall be obtained and a recommendation submitted to Council for approval.

4.7 Purchase – over \$20,001

Where the requirement for goods and services is over \$20,001 (exclusive of applicable taxes), it shall be tendered or quoted or a request for proposal issues, as Council may direct, and a report with a recommendation shall be forwarded to Council for award of the contract.

4.6 Tender – RFP – irregularity – informality – report

Further to Section 4.5 where there exists an irregularity or informality in a tender or request for proposal submission process or where the value of the award exceeds \$20,001 (exclusive of applicable taxes) staff or the municipality’s consultant for the project will prepare an analysis report of the tender or proposal opening highlighting such irregularity(s) or informality(s) and such analysis will be included in the report to Council regarding the recommendation for award of the contract for the tender or request for proposal.

4.7 Tender – RFP – RFQ – waived – Council approval

The calling of a tender, request for proposal or request for quotation may be waived with approval of Council for the procurement of goods or services in the following described situations:

- a) the extension or reinstatement of an existing contract would prove for cost effective or beneficial to the Municipality in the opinion of the Chief Administrative Officer in conjunction with the appropriate Department Head;
- b) goods and services are available from only one source;
- c) where for reasons of time, or due to the nature of the goods and services to be supplied, the interests of the Municipality would be best served by a direct purchase or an "Invitation to Tender" to three or more selected tenderers, instead of calling a public tender.

4.8 Advertisement – when required – local newspaper

Where the need to advertise a tender, proposal or quotation exists, such advertisement shall appear in at least one newspaper having circulation in the Municipality. Where a pre-qualification process has been used, the need to advertise such tenders, proposals or quotations shall not apply.

4.9 Procurement – carried out as per policies and procedures

The procurement process shall be carried out in accordance with the Municipality's procurement policies and procedures effective as amended.

4.11 Contract document – authority to execute – CAO – Treasurer

Where the making of any purchase of goods or services has been authorized pursuant to Sections 4.2 or 4.3, the Chief Administrative Officer or the Treasurer or their delegates are authorized to execute the contract documents and all other documents necessary to effect the purchase as set out in the procurement procedures upon the written recommendation of the Department Head of the user department for this purpose, provided that the Department Head of the user department (or such other person authorized in writing by the Department Head of the user department for this purpose) includes confirmation that the purchase of the goods and services is provided for in the approved budget in the written recommendation.

Article 5

PROCUREMENT BY NEGOTIATION

5.1 Conditions – Department Head - CAO

Notwithstanding any other provisions of this by-law, in consultation with the appropriate Department Head the Chief Administrative Officer may enter into negotiations with one or more vendors for the supply of goods and services when any of the following conditions exist:

- a) due to market conditions goods and services are in short supply;
- b) there is only one source of the subject goods and services;
- c) two or more identical acceptable bids have been received;
- c) efforts at differentiating identical bids have been previously unsuccessful and the same goods and services are required again;
- e) all acceptable bids exceed the amount budgeted for the goods and services;
- f) all bids received are not acceptable;
- g) the extension or reinstatement of an existing contract would be more cost effective to the Municipality;

- g) a particular vendor is being recommended because it is more cost effective or beneficial; or
- i) when authorized by Council.

5.2 Negotiation method used – report to Council

Where the negotiation method set out in this article is used to select a vendor of goods and services the Chief Administrative Officer and the appropriate Department Head shall submit a report to Council prior to the award of the contract setting out the circumstances for recommending the award.

Article 6

EMERGENCY PURCHASES

6.1 Chief Administrative Officer – responsibility

Goods and services required to address an emergency shall be acquired by the Chief Administrative Officer on behalf of the Municipality.

6.2 Departmental responsibility – outside business hours

Where such emergencies occur outside normal business hours such purchases may be made by an appropriate Department Head or his or her designate.

6.3 Departmental purchase – notification – Chief Administrative Officer

The Chief Administrative Officer shall be notified of the subject Emergency Purchase at the earliest practical opportunity.

6.4 Joint report to Council – nature of emergency – actions

A joint report by the Chief Administrative Officer and the appropriate Department Head is to be submitted to Council, setting out the nature of the emergency and the necessity of the action taken pursuant to this article.

6.5 Contract documents – authority to execute – CAO – Treasurer

When a purchase of goods and services is made pursuant to this article, the Chief Administrative Officer or, if unavailable, the Treasurer, or their delegates are authorized to execute the contract documents and all other documents necessary to formalize the procurement, as set out in the procurement procedures as soon as practicable after the emergency purchase upon the written recommendation of the Department Head of the user department or the written recommendation of such other person authorized in writing by the Department Head of the user department for this purpose, provided the Department Head of the user department (or such other person authorized in writing by the Department Head of the user department for this purpose) includes confirmation that the purchase of the goods and services is provided for in this Article and, more particularly that an emergency exists warranting the purchase, in the written recommendation.

Article 7

DISPOSAL OF SURPLUS GOODS

7.1 List to other departments – disposal if not otherwise useful

Where any goods, equipment or salvage are designated obsolete or unrepairable, a list of such goods equipment or salvage shall be made available to the other Municipal departments or if no longer useful for Municipal purposes, arrangement made for their disposal in any way deemed to be in the best interest of the Municipality.

7.2 Employee restriction – purchasing of surplus goods

No Municipal employee or elected official shall bid on or acquire surplus goods, equipment or salvage except those disposed of by auction, and further no employee working at or having responsibility for sending items to an auction may bid on items sold at this auction.

Article 8

COOPERATIVE PROCUREMENT

8.1 Authority to procure in cooperation with other public entities – conditions

Prior to proceeding with the procurement of goods and/or services, the Chief Administrative Officer in conjunction with the user Department Head, may enter into arrangements with one or more public entity(ies) for the co-operative procurement where there are economic advantages in so doing, provided that if the procurement is to be conducted by other public entity(ies):

- a) the method of procurement used by the other public entity(ies) is a competitive method similar to that described in this by-law; and
- b) the awarding, reporting and execution of contracts resulting from the co-operative procurement is in accordance with the requirements of this by-law and the procurement procedures.

8.2 Public entity purchases same goods or services

Notwithstanding any other provision of this by-law, Council may waive the requirements of Sections 4.3 to 4.5, inclusive, for the purchase of goods and/or services if a public entity has followed a similar competitive method for the purchase of the goods and/or services to that required to be followed by the Municipality pursuant to Sections 4.3 to 4.6, inclusive and the following additional conditions exist:

- a) the resulting contract between the public entity and the vendor of the goods and/or services stipulates that the same goods and/or services be made available to other public entities which include the Municipality at the same price as provided by the vendor to the initiating public entity;
- b) the same goods and/or services will be made available to the Municipality for the same or better price than the price that is to be paid by the public entity pursuant to the contract described in (a);
- c) the same goods or services purchased by the public entity can be purchased by the Municipality pursuant to the Municipality's form of purchase order, standard agreement or consultant agreement;
- d) the purchase of goods and/or services by the Municipality is within the approved budget;
- e) there is no current litigation between the vendor of the goods and/or services and the Municipality.

Article 9

CONSULTING AND PROFESSIONAL SERVICES

9.1 Procurement provisions – set out

Notwithstanding the provisions of this by-law, the procurement of consulting and professional services shall be conducted in accordance with the provisions of this article.

9.2 Services less than \$5,000 – user department authority

Where the requirement for consulting and professional services is estimated to be not greater than \$5,000 the user department will select the consultant or professional service to perform the work.

9.3 Services – \$5001 - \$50,000 – minimum three proposals

Where the requirement for consulting and professional services is estimated to be greater than \$5,001 but not greater than \$50,000 a minimum of three written proposals are required. The appropriate Department Head in conjunction with the Chief Administrative Officer shall review the proposals and make a recommendation to Council with respect to the award of the contract.

9.4 Services – greater than \$50,001 – RFP required

Where the requirement for consulting or professional services is estimated to be greater than \$50,001 a request for proposal will be issued.

Article 10

IN-HOUSE BIDS

10.1 Prohibited – as part of tendering process

In-house bids will not be accepted in any circumstances as part of a tendering process.

Article 11

REVIEW AND EVALUATION OF BY-LAW

11.1 Responsibility – Chief Administrative Officer – Treasurer

The procurement process will be reviewed and evaluated by the Chief Administrative Officer in conjunction with the Treasurer and evaluated in response to either internal or external complaints.

11.2 Review – minimum requirement – new developments

This by-law and underlying procedures and practices will be reviewed at least once every five years, or more frequently if required. Regular contact shall be maintained with other public entities to keep informed of new developments in the industry.

Article 12

PROHIBITIONS

12.1 Confidentiality – financial disclosure prohibited

No employee, or any appointed or elected official, shall divulge budget amounts or the prices paid by or quoted to the Municipality for goods and/or services unless Council may otherwise direct, except that the total price in the case of public tenders may be revealed, as well as any price included in public reports to Council. Such information shall be made available according to the *Municipal Freedom of Information and Protection of Privacy Act*.

12.2 Personal purchases – prohibited

No personal purchases shall be made by the Municipality for elected members, or for Municipal employees, unless specifically authorized by Council.

12.3 Code of Conduct – applicable to all staff

The Code of Conduct established by the Municipality shall apply to all staff involved in the purchasing process.

12.6 Conflict of interest – Council – staff

Any Member of Council or staff who has a direct or indirect pecuniary interest as set out in the Municipal Conflict of Interest Act must disclose such interest and withdraw from the purchasing process to ensure its integrity.

12.7 Conflict of interest – consultants

All consultants (e.g. architects, engineers, auditors, planners, etc.) retained by the Municipality shall disclose to the Municipality with the proposal or tender documents, any potential conflict of interest. If such interest does exist, the Municipality shall hold, or disregard, the proposal until the matter is resolved. If after acceptance of a proposal, the successful consultant finds him or her self in a previously non-existent conflict of interest, the said consultant shall notify the Municipality immediately or divest him or her self of the said conflict of interest. In the event

the Municipality is notified of a conflict of interest by a consultant, all work on the proposal shall cease until the matter has been resolved to the satisfaction of the Municipality.

12.6 Authority to contract – provided by by-law

No employee or elected official shall purchase or offer to purchase on behalf of the Municipality except as may be provided for in this by-law.

12.7 Splitting invoicing to meet criteria – prohibited

No requirement for the payment of goods or services including consulting or professional service received by the Municipality shall be divided in order to avoid any of the requirements of this by-law.

12.8 Contract commitment – as approved in budget process

No contract shall be entered into and no expenditure shall be authorized or incurred unless Council has provided funds for such purpose in the annual budget or agreed to the provision of such funds and no expenditure shall be authorized or incurred in excess of the funds provided. Where an increase in the funds provided is required, approval of Council shall be obtained.

Article 13

EXEMPTION FOR DONATIONS

13.1 Exemptions for donations

Notwithstanding any other provisions of this by-law, the provisions of this by-law shall not apply to the procurement of goods or services by donation, gift or grant, including the active solicitation by the Municipality for such, even where the person making the donation, gift or grant receives or will receive a form of recognition, including recognition which may or may not constitute or be perceived to constitute valuable consideration, or receives or will receive a receipt for the value of the donation, gift or grant.

Article 14

CONTRACT DOCUMENTS

14.1 Delegation of authority to execute – CAO – Treasurer

The Chief Administrative Officer and the Treasurer may delegate in writing their authority to execute contract and other documents to effect a purchase to a person holding a management position reporting directly to them.

14.2 Document may be executed electronically

A signing officer authorized to execute contract and other documents to effect a purchase may cause a document to be executed electronically in accordance with any legal requirements in that connection, provided that the provisions of this by-law are otherwise complied with and, which such document is to be executed electronically, the signing officer may authorize in writing another person to do so with respect to that particular document and not as a general delegation of the signing officer's authority.

Article 15

ADMINISTRATION

15.1 Conflict – other policies – procedures

Where there exists a conflict between this by-law and any other procurement policies and procedures, this by-law shall take precedence.

15.2 Citation

This by-law may be cited as the "Purchasing By-law".

SCHEDULE A
Goals of Procurement Methods

	Tender	Request for Proposal	Request for Quotation	Informal Quotation	Single Source	Sole Source
Accountability						
Enactment and adherence to by-law	X	X	X	X	X	X
Conducting regular revisions and evaluation of process	X	X	X	X	X	X
Establishment and adherence to policies and procedures	X	X	X	X	X	X
Requirement for multi-level approvals	X	X	X	X	X	X
Fairness						
Enactment and adherence to by-law	X	X	X	X	X	X
Use of standardized terms and conditions	X	X	X	X	X	X
Conducting regular reviews and evaluation of process	X	X	X	X	X	X
Establishment and adherence to policies and procedures	X	X	X	X	X	X
Communication of reasons for rejection of bids	X	X	X	X		
Objectivity						
Enactment and adherence to by-law	X	X	X	X	X	X
Conducting regular revisions and evaluation of process	X	X	X	X	X	X
Establishment and adherence to policies and procedures	X	X	X	X	X	X
Adherence to Code of Conduct Policy	X	X	X	X	X	X
Establishment of generic specifications	X	X	X	X		
Use of selection committee		X				
Communication of reasons for rejection of bids	X	X	X	X		
Transparency						
Enactment and adherence to by-law	X	X	X	X	X	X
Conducting regular reviews and evaluation of process	X	X	X	X	X	X
Public opening	X	X				
Public availability of award results	X	X	X	X	X	X
Specified evaluation criteria	X	X	X	X		
Adherence to MFIPPA	X	X	X	X	X	X
Public availability of by-law, policies and procedures	X	X	X	X	X	X
Communication of reason for rejection of bids	X	X	X	X		
Effectiveness						
Enactment and adherence to by-law	X	X	X	X	X	X
Conducting regular reviews and evaluation fo process	X	X	X	X	X	X
Advertising of bid calls	X	X	X*			
Use of performance bonds	X	X	X*	X*	X	X
Use of securities and sureties	X	X*	X*	X*	X*	X*
Efficiency						
Enactment and adherence to by-law	X	X	X	X	X	X
Establishment of expenditure thresholds	X	X	X	X	X	X
Use of standardized terms and conditions	X	X	X	X*		
Establishment of policies and procedures	X	X	X	X	X	X

*Applicable in certain situations

SCHEDULE B
Tenders, Proposals, Quotations – Irregularities

	Irregularity	Response
1.	Late Bids	Automatic rejections, not opened or read publicly
2.	Insufficient financial security (no bid security or of an insufficient amount or is not in the form as required)	Automatic rejection
3.	Bids not completed in non-erasable medium and signed in ink	Automatic rejection
4.	Incomplete bids (part bids – all items not bid as required)	Automatic rejection
5.	Qualified bids (bids qualified or restricted by an attached statement or alternative items or substituted items are bid in whole or in part)	Automatic rejection unless in the opinion of the Municipality the qualifications or restrictions are trivial or not significant. Where unsolicited alternative pricing is provided only the compliant bid portion of a tender, proposal or quotation submission will be considered formal.
6.	Executed Agreement to Bond form not included (all signatures must appear, plus Bonding company seal)	Automatic rejection
7.	Mandatory site visits not attended as required in the documents	Automatic rejection, not opened or read publicly
8.	Documents not signed	Automatic rejection, not read publicly
9.	Pricing pages missing	Automatic rejection
10.	Erasures, changes, overwriting, whiteouts, crossouts or strikeouts to unit prices or extended prices which are not initialed by the bidder (using a non-erasable medium)	Where such changes are not initialed by the tenderer, proponent or bidder will be contacted and allowed 48 hours from the time of notice to initial. Failure to comply will result in the submission being rejected.
11.	Addendum/addenda have not been included or referenced in the tender/proposal/quotation submission	Automatic rejection unless it is clearly evident within the tender/proposal/quotation document submission that all relevant information contained in the addendum/addenda has been addressed.

SCHEDULE C
List of items exempt from this By-law

- Conferences
- Water and Wastewater Services
- Licences
- Certificates
- Tuitions