

**SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY**

**Purchasing Policy**

**Approved August 14<sup>th</sup> 2020**

**PURPOSE**

The purpose of the Purchasing Policy is to provide guidance to all Summer Village of Sunset Point employees and Council members with respect to purchasing functions. All procurement activities shall meet the current and future needs of the Summer Village of Sunset Point, while demonstrating commitment to environmentally, socially and economically sound purchasing practices. This commitment recognizes that:

- The Summer Village's purchases have inherent environmental, social and economic impacts that extend throughout the life cycle of each product or service;
- The Summer Village can leverage its purchasing power to minimize the adverse life cycle impacts of products and services, while motivating suppliers to provide more sustainable options for all of their customers; and
- By taking responsibility for the environmental, social, and economic impacts of the entire life cycle of each purchase, the Summer Village reduces risk, practices fiscal responsibility, and contributes to sustainable development locally, provincially, nationally, and internationally.

**SCOPE**

The Purchasing Policy applies to the purchase of Goods and Services by any municipal employee or Council member on behalf of the Summer Village of Sunset Point. Values referred to in this policy do not include GST unless otherwise noted.

**RESPONSIBILITIES**

All employees are responsible for:

- a) Procuring and/or make purchases in compliance with all applicable trade agreements, including but not limited to:

- i) Canadian Free Trade Agreement (CFTA)
- ii) New West Partnership Trade Agreement (NWPTA)
- iii) Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)

- b) Obtaining the Best Value for money by achieving fulfillment of specified needs including quality, health & safety standards, environmental impacts, productivity and service life.
- c) Using a fair and transparent process when calling for, receiving, and evaluating quotations and proposals.
- d) Using appropriate purchasing techniques as required.
- e) Securing expense authorization prior to any purchase except Emergency Purchases. All related documentation shall be retained for review and auditing.
- f) Obtaining legal assistance or advice if necessary, for any non-standard clauses in purchasing contract.
- g) Coordinating purchasing record keeping (RFP documentation, quotes, etc.) and retention of records. in accordance with legislation.

## DEFINITIONS

Best Value means the most advantageous balance between performance, price and quality achieved through competitive procurement methods in accordance with stated selection criteria. Best Value may include the useful life of an asset and track record.

Bid means an offer to buy or sell goods or services by a vendor or purchaser.

Budget means a financial plan outlining expected revenues and expenditures for operating or capital assets that is formally reviewed and approved by Summer Village Council.

Cheque Requisition means a form requesting a cheque be prepared for payment of a Summer Village expense.

Construction means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental

to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement;

Contract means an agreement between two or more parties, written or verbal, comprising of an offer, acceptance, and consideration.

Contractor means a person or a business that follows an independent trade, business, or profession in which they provide goods or services to the public.

Emergency Purchases are situations where a lack of immediate action jeopardizes operations, disrupts public services or involves the safety of employees and/or the public. .

Goods and Services includes supplies, materials and equipment of every kind required to carry out the operations of the Summer Village. Services include contractors, consultants and other non-material requirements.

Invitation to Tender means a request for Bids for prices on specific goods and/or services from a Supplier submitted in writing.

Request for Proposal means a request for Bids as to how the Supplier would address the need identified in the Request for Proposal document.

Request for Quotation means a request for Bids for prices on specific goods and/or services from a Supplier submitted verbally or in writing.

Village shall mean the Corporation of the Summer Village of Sunset Point.

## PURCHASING PROCESSING

The following purchase process will be applied for the respective dollar limit:

Purchase Limit	Required Purchasing Process
\$0-\$25,000.00	Verbal or written quotations from one or more vendors
\$25,001.00-\$74,999.00	Orders may be placed based on receiving three written quotations or proposal where practical and advantageous to the Village.

	Alternatively, a written request for quotations or request for proposals may be used.
\$75,000+	An advertised Request for Proposal or Invitation to Tender must be used
Goods and Services over \$75,000.00 and construction contracts over \$200,000.00	Must be procured openly through the Provinces designated electronic tendering system.

### Workers Compensation

Contractors of the Village must have Worker Compensation accounts in good standing.

Contractors must provide proof of Workers Compensation or exemption prior to starting work.

### Other Purchasing Clauses

**Non-Budgeted Purchases** Summer Village Council shall review and authorize any purchase not approved in the Budget that has the potential to affect the direction or financial results (\$10,000 or greater) of the Summer Village.

**Emergency Purchases** Emergency situations occasionally arise within Summer Village operations. In emergency situations it is up to the judgement of the highest authority personnel on hand to make a responsible decision regarding obtaining required Goods and Services. Any purchases made outside of normal purchasing procedures must be reported to Council as soon as is reasonably possible.

## PROHIBITIONS

The following activities are prohibited, unless specifically approved by Council:

The division of purchases to avoid the requirements of this policy by any method, including corporate credit cards.

Purchase by any employee or member of Council of any Goods and Services for personal use.

An employee shall not accept a gift, favour or service from any individual, organization or corporation, other than: the normal exchange of gifts between friends; the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.