

VILLAGE OF EMPRESS	
Title: Purchasing Policy	Policy Number: 11-05 Replacing A 1. Tender process June 21, 2001
Effective Date: December 15, 2016	Reviewed Date: January 18, 2018

Purchasing Policy

PURPOSE

To establish guidelines for the purchase of goods and services for the Village.

POLICY

A Principles

- 1.1 Village staff will endeavor to take the following factors into consideration when purchasing goods and services for the Village:
- (a) Compliance with requirements and specifications of the goods
 - (b) Price (exclusive of taxes)
 - (c) Quality of goods or services, including timeliness and quality of support and follow-up
 - (d) Availability of the goods or services
 - (e) Business reputation of supplier

B. New West Partnership Trade Agreement (NWPTA)

- 1.1 The Village will comply with the requirements of the New West Partnership Trade Agreement between the Provinces of BC, Alberta and Saskatchewan for open and non discriminatory procurement for the following limits:
- (a) \$75,000 or greater for goods
 - (b) \$75,000 or greater for services, or
 - (c) \$200,000 or greater for construction.
- 2.0 The Village will post all notices for all covered procurement limits listed in B1.1 through Alberta Purchasing Connection and/or other approved electronic websites to ensure compliance with NWPTA legislation.
- 3.1 Articles 3, 4 and 14 of the NWTPA do not apply to government procurement listed below provided the procurement procedures are not used to avoid competition, discriminate between suppliers or protect its suppliers:
- (a) where it can be demonstrated that only one supplier is able to meet the requirements of procurement;
 - (b) where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement services;

- (c) when the acquisition is of a confidential or privileged nature and disclosure through an open bidding process and could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
- (d) of services provided by lawyers or notaries;
- (e) of goods intended for resale to the public; or
- (f) in the absence of a receipt of any bids in response to a call for tenders.

C Purchasing Procedure

When purchasing goods and services for the Village that have been approved by Council in the annual operating and capital budgets, Village staff will use the following procedures;

- 1.1 Unless otherwise authorized by the CAO:
 - (a) Up to \$2000 – Competitive prices should be obtained where practical, however, items may be purchased without price investigation.
 - (b) From \$2001 to \$10,000 – At least two competitive prices to be obtained, if more than one supplier is available.
 - (c) From \$10,001 to \$75,000 – At least two written quotations to be obtained.
- 2.1 Unless otherwise authorized by resolution of Council
 - (a) Over \$75,000 – By sealed tender, in response to an advertisement in the local newspaper, and publicly opened in the Village Office by the CAO or designate and one other Village staff member.

D. Purchasing Authority

- 1.1 Authorized by CAO:
 - (a) item(s) are included in the approved annual operating and capital budget and the quoted amount is the same or lower than the budgeted amount.
- 2.1 Authorized by resolution of Council:
 - (a) Any tender purchase if it falls within the following categories, must be approved by Council:
 - (i) the recommended supplier is not the lowest bid meeting the specifications; or
 - (ii) the lowest bid meeting the tender specifications is higher than the budgeted amount.
 - (b) Any unbudgeted expenditure

E Emergency

- 1.0 The CAO shall have the authority to bypass normal procedures as outlined in this policy, in the event of disaster, emergency or where the cost of delay to the Village would be prohibitive to the Village. Where an item is only available from a single supplier, the CAO is authorized to take whatever action necessary to secure the most beneficial contract for the Village.