

CORPORATION OF THE CITY OF BROCKVILLE

By-Law Number 090-2005 (as amended) CONSOLIDATED COPY

*A By-Law to provide the purchasing policies, practices, and procedures of goods and services by the City of Brockville known as the "Purchasing By-Law"
(as amended by By-law 032-2011)*

WHEREAS the *Municipal Act, 2001, SO 2001.c. 25* Part VI, s. 271 states that before January 01, 2005, a municipality and local board shall adopt policies with respect to its purchasing of goods and services, including policies with respect to;

- (A) the types of purchasing processes that will be used;
- (B) the goals to be achieved by using each type of purchasing process;
- (C) the circumstances under which each type of purchasing process shall be used ;
- (D) the circumstances under which a tendering process is not required;
- (E) the circumstances under which in-house bids will be encouraged as part of a tendering process;
- (F) how the integrity of each purchase will be maintained;
- (G) how the interest of the municipality or local board, as the case may be, the public and persons participating in a purchasing process will be protected;
- (H) how and when the purchasing process will be reviewed to evaluate its effectiveness; and
- (I) any other prescribed matter.

WHEREAS the Council of the Corporation of the City of Brockville deems it expedient to support the local Canadian marketplace by buying local and/or Canadian when all factors have been considered and are deemed as being equal; and

NOW THEREFORE the Council of the Corporation of the City of Brockville enacts as follows:

1. In this by-law;

Definitions

- 1.1 **"Acquisition"** is the process for obtaining goods and/or services for use, whether on a permanent or on a temporary basis.
- 1.2 **"Agreement"** means a formal written legal agreement or contract for the supply of goods and/or services.
- 1.3 **"Approval"** is the specific authorization to proceed with the purchase or lease of specific goods and/or services.
- 1.4 **"Bid"** means an offer or submission from a supplier in response to a bid

solicitation which may be in the form of an oral or written quotation, a short form or public tender or a request for proposal.

- 1.5 **“Bid Deposit”** means certified cheque, money order, bid surety issued by a surety company or other form of negotiable instrument required by the terms and conditions of the bid solicitation document to guarantee that the successful bidder enter into a contract with the City of Brockville.
- 1.6 **“Bid Solicitation”** means a formal request for bids that may be in the form of a Request for Tender, Request for Quotation, or Request for Proposal.
- 1.7 **“Blanket Purchase Order”** means a purchase order which establishes prices or a method of determining prices, terms and conditions and the period of time during which a supplier agrees to provide goods or services to the purchaser upon the purchaser’s demand.
- 1.8 **“Centralized Co-ordination for Standardization”** means policies and procedures maintained and monitored in one area to ensure consistent practices are followed throughout the organization.
- 1.9 **“Chief Administrative Officer”** means the Chief Administrative Officer of the City of Brockville. This title may be abbreviated to C.A.O.
- 1.10 **“City”** means the:
 - Municipal Corporation of the City of Brockville
 - Agencies, Commissions, Boards and Committees of the Corporation of the City of Brockville such as the Police Services Board, Museum Board, Library Board, Cemetery Board, Committee of Adjustment, Airport Commission, Heritage Brockville and the D.B.I.A.
 - Any other Board, Agency, Commission, and Committees that the Corporation of the City of Brockville may add from time to time.
- 1.11 **“Contract”** means any formal legal agreement for goods and/or services.
- 1.12 **“Co-operative Purchasing”** means the participation of two or more public agencies in purchasing.
- 1.13 **“Corporation”** means the Corporation of the City of Brockville.
- 1.14 **“Council” or “City Council”** means the Council of the Corporation of the City of Brockville.
- 1.15 **“Director”** means the head of a department, agency, commission, board or agency within the City.

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- 1.16 “**Emergency**” means a situation with potential to cause harm, death to persons; accrue liability to the City; cause damage to property; or hamper the City’s operation and warrants operating outside of the requirements of this by-law.
- 1.17 “**Goods**” shall include supplies, materials or equipment of every kind.
- 1.18 “**In-House Bids**” means a bid prepared by internal staff to compete to supply goods and services which are normally provided by external suppliers.
- 1.19 “**Internal Controls**” means co-ordinated methods and measures in an organization which are designed to endorse efficiency; monitor observance to City policies and procedures; check the accuracy and validity of data; and to safeguard assets.
- 1.20 “**Professional and Consulting Services**” includes services of architects, engineers, designers, surveyors, real estate appraisers, management and financial consultants, brokers, lawyers, accountants, auditors, and any other professional and consulting services required by the City.
- 1.21 “**Project**” means the construction, repair or demolition of any improvement in or on real property, including all costs normally associated therewith or any other work or undertaking.
- 1.22 “**Proponent**” means the party who initiates an unsolicited proposal
- 1.23 “**Proposal**” means written bid from a supplier containing a unique submission designed to meet broad outcomes to a complex need for which there is not any clear or single solution.
- 1.24 “**Purchase**” means the act of and the functional responsibility for procuring goods and/or services.
- 1.25 “**Purchase Order**” means the document used to formalize a transaction with a supplier.
- 1.26 “**Purchasing Card**” is a credit card issued by a financial institution or supplier to be used by the City for the purpose of purchasing goods and/or services.
- 1.27 “**Purchasing Policy Co-ordinator**” means the City Treasurer.
- 1.28 “**Qualified Bidder**” refers to a competent and authorized bidder accredited by the City of Brockville.

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- 1.29 **“Qualified Supplier(s)”** refers to a plausible source who has been identified as a competent supplier from which a department can obtain firm quotations on specific requirements.
 - 1.30 **“Quotation”** means an offer from a supplier to provide to or purchase from the City goods and services, which are submitted orally or in writing, as required by the policy.
 - 1.31 **“Services”** may include, but are not limited to, telephone, gas, water, hydro, janitorial and cleaning services, consultant services, legal services, medical services, insurance, and the rental, repair or maintenance of equipment, machinery or other personal property.
 - 1.32 **“Sole Sourcing”** means the purchasing of a good or service that is unique to a particular supplier and cannot be obtained from another source.
 - 1.33 **“Stores Manager”** means the individual responsible for control of inventory of consumable goods/products.
 - 1.34 **“Supplier”** means any individual or organization providing goods or services to the City of Brockville.
 - 1.35 **“Tender”** means a sealed bid in response to a requested or publicly advertised bid solicitation, which contains an offer in writing to execute some specified services, or to supply certain specified goods, at a certain price.
 - 1.36 **“Total Cost”** means the sum of all costs, including all contingencies and applicable taxes to be paid to a supplier for the purchase of goods and/or services or, in case of a lease or rental agreement, the total cost of lease or rental payments for the full term of the lease or rental agreement.
 - 1.37 **“Treasurer”** means the City of Brockville’s Chief Financial Officer.
 - 1.38 **“Unsolicited Proposal”** means an offer to supply goods and/or services to the City which was not requested.
2. Unless otherwise provided in accordance with this By-Law, the Purchasing Policy Co-ordinator and the authorized employees of purchasing services shall act for the City of Brockville, for the purchase of all goods and services and shall be responsible for providing all necessary advice and services required for such purchases in accordance with the method of purchase legislated by the By-Law and the Purchasing Policies.

3. This By-Law shall apply to the purchase of all goods and/or services made on behalf of the Corporation of the City of Brockville, and by any of the Corporation's legally constituted Boards, Agencies, Commissions, and Committees.
4. No purchase of goods and/or services shall be authorized unless it is in compliance with this by-law and the purchasing policies contained herein.
5. **Purposes , Goals and Objectives**

The purposes, goals, and objectives of this By-law conjoined with the various methods of purchasing will:

- define authority and responsibility and to standardize approved practices.
- provide a central focus for developing expertise and offering advice to departments while maintaining common practices.
- promote open competition with suppliers.
- capitalize on savings for taxpayers.
- ensure that the city is in compliance with the requirements of Section 271 of the *Municipal Act, 2001*.
- ensure service and product delivery, quality, efficiency and effectiveness.
- achieve the best value for the municipality when purchasing goods and services.
- ensure equality among bidders/suppliers.
- ensure openness, accountability and transparency while protecting the financial best interests of the City of Brockville

6. **Authorized Practice**

The Council of the City of Brockville deems it expedient to have and hereby authorizes the following methods, authorization levels and processes:

- 6.1 **Low Value Purchasing:**

Directors may establish a petty cash fund within their department for purchases of \$75 or less. This method should only be used when a purchase order or purchasing card is not feasible. All petty cash expenditures shall be evidenced by vouchers and shall be forwarded to Treasury to have the department's petty cash fund replenished. The Director or designate with signing privileges has the authority to approve authorize vouchers.

For purchases up to \$1,000, a properly authorized divisional purchase order or purchasing card shall be used providing the procedure used to purchase these goods and/or services demonstrate that fair market value was achieved through comparison buying. The Director or designate with signing privileges has the authority to approve this method.

6.2 **Request for Quotation:**

Oral Quotations:

A minimum of three (3) suppliers shall be asked to quote orally when the value of the purchase falls between \$1,001 to \$5,000. This method shall utilize a centralized co-ordination for standardization and integrity as well as internal controls. The Director or designate with signing privileges at appropriate dollar value level has the authority to approve this method. A record of the quotes shall be retained on file.

Written Quotations:

A minimum of three (3) suppliers shall be asked to quote when the value of the purchase falls between \$5,001 to \$25,000. This method shall utilize a centralized co-ordination for standardization and integrity as well as internal controls. A Director or designate with the signing privileges has the authority to approve this method. When costs exceed \$10,000, a Director shall provide terms of reference which shall meet the satisfaction of the Purchasing Policy Co-ordinator. The Purchasing Policy Co-ordinator shall maintain a list of suggested evaluation criteria for the assistance in formulating an evaluation scheme for this process. A record of the written quotations shall be retained on file.

6.3 **Request for Proposal:**

When the expertise for developing proper specifications and criteria lies in the hands of the suppliers or when additional information is required and it is not practical to call tenders the Director may invite proposals from selected suppliers. The Director, Treasurer and Chief Administrative Officer have the authority to approve requests for proposals subject to amounts being included and approved in the Budget.

Consultants will remain under the criteria that presently exist in Procedure 1012.

6.4 **Request for Tender:**

The following two tender methods shall comply with the City of Brockville Master Tender Document, which is prepared and maintained by the Director of Operations in conjunction with the Purchasing Policy Co-ordinator.

Short Form Tender:

For purchases valued between \$25,001 to \$100,000, a minimum of three (3) bids shall be solicited from qualified bidders. This method shall utilize a centralized co-ordination for standardization and integrity as well as internal controls. The Director, Treasurer and Chief Administrative Officer have the authority to approve purchases under this method. All documentation relevant to the short form tenders shall be retained on file.

Public Tender:

For purchasing activities which exceed \$100,000 a request for bids shall be advertised. The Director and Purchasing Co-ordinator shall determine the best process for advertising tenders.

There will be a public tender opening to receive the bids at a predetermined place, date and time which will be disclosed in the public tender documents.

This method shall utilize a centralized co-ordination for standardization and integrity as well as internal controls. A Director, the Treasurer and the Chief Administrative Officer have the authority to approve this purchase providing that there is Council approval, the amount is within budget and lowest (or highest as the case may be) bid is accepted.

6.5 Non-Competitive Purchasing :

(a) Competition may be precluded under the following circumstances:

- due to the application of any Act or legislation
- due to the existence of patents or copyrights
- in the case of Emergency Purchasing Procedures (see item #18 in this By-Law)

A dollar value has not been defined for this type of purchasing but rigid standards must be met. The Director, the Treasurer and the Chief Administrative Officer have the authority to approve this method of purchasing up to \$50,000 providing that the Director has provided terms of reference which shall meet the satisfaction of the Purchasing Policy Co-ordinator. Council and the appropriate standing committee shall be so advised.

Council's approval is required for all non-competitive purchases in excess of \$50,000.

- (b) Special conditions apply against the following non-competitive purchasing circumstance:
- when an opportunity arises which will allow for the purchase of a capital item at substantial savings. Council approval must be received in advance for any purchase of this type over \$5,000.

6.6 **Unsolicited Proposals:**

- (a) Unsolicited proposals received by the City shall be reviewed by the Director and the Purchasing Policy Co-ordinator.
- (b) The proponent will be required to supply, to the City, sufficient information to verify the feasibility of the proposal.
- (c) Should the proposal, in the opinion of staff, have sufficient merit to pursue, it will then be tendered out for general proposals as per this By-Law unless otherwise directed by Council.
- (d) If a solicited tendered proposal is received that is superior to the submitted unsolicited proposal the proponent of the unsolicited proposal shall then have first right to amend their proposal to match the superior proposal.

7. **Purchasing Advisement and Policy Responsibilities**

Directors have responsibility for purchasing activities within their departments and are accountable for achieving the specific objectives of the purchasing proposal.

The Purchasing Policy Co-ordinator is responsible for,

- providing professional purchasing advice and services to the Director(s),
- monitoring compliance with this by-law,
- notifying the Director(s), in advance if possible, of non-compliance;
- informing Council, by way of the Chief Administrative Officer, that non-compliance with this by-law has occurred.

8. **Process Integrity**

The objective of the by-law is to establish policies and procedures by which users will be guided to ensure that all purchases of goods and/or services are being conducted with the optimal dollar value consistent with the required quality of service.

An open and honest process shall be maintained that is fair and impartial.

The purchasing by-law promotes and maintains integrity of the purchasing process and protects Council, staff, and suppliers involved in the process by providing clear direction and responsibility.

Purchasing policies approved by Council will act as a guideline and for information in respect to the acquisition of goods and services in compliance with the purchasing by-law.

9. **Values and Authority for Purchases**

Anyone given purchasing authority under this purchasing policy is responsible for reviewing the budget and purchasing policies to ensure that there are sufficient funds in the budget for the selected project and that the information is accurate. All employees given signing authority shall complete a "Signing Limits" form. This form must be authorized by the applicable Director and will be retained in the Treasury Department for referencing, with a copy forwarded to Accounts Payable.

10. **Restrictions**

10.1 A project awarded for the purchase of goods and/or services cannot be separated into two or more components to circumvent the requirements of this by-law as it relates to values of purchases in order to avoid having to meet the requirements of this by-law.

10.2 A Director shall not award a contract where the Purchasing Policy Co-ordinator has determined that the provisions in this by-law have not been met and as such has advised the Director either orally or in writing.

10.3 The Purchasing Policy Co-ordinator shall determine whether any purchasing activity may be accepted when it could result in an employee-employer relationship. Any City employee wishing to bid on City projects must first obtain, in writing, approval from the Chief Administrative Officer to do so. In co-ordination with both the Director and Human Resources a judgement may be determined which will adhere to the integrity set forth in this By-Law.

11. **Understandings and Interpretations**

11.1 Except as otherwise stipulated, any purchase of goods and/or services shall be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with the applicable federal, provincial and municipal laws.

- 11.2 No purchasing process for goods and/or services shall be intentionally structured so as to avoid any provision of the Purchasing By-law and/or Purchasing Policies.
- 11.3 All purchase of goods and/or services for the City of Brockville shall be subject to the provisions of this By-Law. Prices and authority levels as stated within the By-Law are intended to be the total cost including taxes and freight, less any rebates.
- 11.4 All suppliers that will be performing work on City property must provide evidence of appropriate insurance and active Workplace Safety and Insurance Board status to be eligible for specified works.
- 11.5 Specifications shall not be designed or written so as to indicate preference to any one bidder or, where a specific brand and model is stated as a benchmark.

12. **Approval of Budget**

Formal approval of the fiscal year budget or by special approval by Council constitutes financial approval to pursue expenditures outlined in the department's budget. Prior to budget approval, Directors can authorize and approve recurring expenditures which are necessary in the continuity of operations within the City, all of which are subject to the terms and conditions as may be described in the City's Budgeting Control By-law.

13. **Lowest Bid and/or Highest Bid**

- 13.1 In the case of quotations and tenders, the lowest or highest bid, as the case may be, of a qualified bidder shall be accepted if it meets the requirements specified in the competition.
- 13.2 Criteria for awarding of bids will be established prior to issuance of tender document to prospective bidders. The criteria may include one or more of the following:
 - (a) Price
 - (b) Warranties
 - (c) Service (Personnel, Availability and Qualifications)
 - (d) Experience/Past Performance
 - (e) Environmental policies of the bidder
 - (f) Schedule Preventative maintenance programs.
 - (g) Local taxpayer suppliers when all other requirements have been met.

In this instance, the award would not necessarily be the lowest or the highest bid as the case may be.

14. **In-House Bids**

In-House Bids will be accommodated in accordance with section 10.3.

15. **Bids by Members of Council**

Members of Council are permitted to bid on City Projects. When a Member of Council has any pecuniary interest as a result of submitting a bid, they must act in accordance with the provisions of the *Municipal Conflict of Interest Act*. In addition to the requirements of the *Municipal Conflict of Interest Act*, when a Member of Council will be absent from a meeting where a matter, which is the subject of consideration, has any pecuniary interest, direct or indirect, the Members of Council shall advise the Clerk in writing, prior to the meeting to disclose the interest and the general nature thereof.

16. **Trade Agreements**

Purchasing by the City may be subject to the provisions of any Federal or Provincial trade agreements.

Where an applicable trade agreement is in dispute with the purchasing by-law, the trade agreement shall take precedence.

17. **Lease and Financing Arrangements**

Prior to entering into a lease agreement or long term contract, the terms and conditions shall be reviewed by the Policy Purchasing Co-ordinator, who shall provide written confirmation of this review and the acceptability of the agreement. This procedure is to ensure that these contracts are in compliance with Treasury Reporting Standardization on Leasing as is contained in the *Municipal Act*. All financing agreements shall include, where appropriate, the original equipment cost, the length of the lease, the effective rate of interest, the residual value of the goods, the complete repayment schedule, the total cost over the term of the lease, and buy-out options if any.

18. **Emergency Purchasing Procedures**

This refers to a purchasing process where the usual competitive acquisition rules are suspended due to prevailing emergency circumstances. When an event occurs that is determined by the Director to be a threat to public health, the maintenance of essential City services, the welfare of persons or of public property, the protection of the City's physical assets, or the security of the City's

interests or financial liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of goods and services and time does not permit the Director to follow normal purchasing activities to acquire such goods and services, the Director may make any necessary purchases without following the purchasing by-law and is authorized to do so in the most expedient and economical means possible.

Where a purchase has been made under the Emergency Purchasing Procedure, the Director shall notify the Purchasing Policy Co-ordinator and Chief Administrative Officer within two working days.

The Director shall provide a full written report of the particulars of the emergency situation in all cases, where the amount of the expenditure has exceeded \$1,000 in value. A report to Council shall be submitted for expenditures that exceed \$10,000 under the emergency purchasing procedure.

19. **Blanket Purchase Order**

Following the guidelines determined within this by-law, the Purchasing Policy Co-ordinator may establish prices and select sources to supply goods and services that are used repetitively. The quantity of the goods should be estimated based upon previous usage when requesting the supplier to establish a set price. The City may establish and maintain a blanket order for these frequently used goods and services once the source and price has been predetermined with selected suppliers.

20. **Sole Source Purchasing**

In circumstances where the sources of supply are restricted to the extent that there is not effective price competition or consideration of substitutes is precluded due to any of the following:

- components or replacement parts for which there is no substitute
- compatibility with an existing product, facility or service is required
- specific standards are adopted by Council

The Director(s) shall be responsible to demonstrate to the Chief Administrative Officer and the Purchasing Policy Co-ordinator that the conditions required for sole source purchasing exist prior to authorization of the purchase.

21. **Materials Management and Inventory Control**

Commodities which are available from the central stores inventory and which are suitable for the intended end use shall be requisitioned or purchased on a direct charge basis.

A physical inventory of stock items shall be taken on a periodic basis and an annual count will be undertaken for year end purposes in accordance with financially prescribed processes and generally accepted accounting principles.

22. **Exclusion of Bidders**

The City may, in its sole discretion, prohibit a supplier from bidding on future solicitations, where the supplier has, in the one year period immediately preceding the date of the bidding either,

- performed unsatisfactory work
- failed to meet completion dates and/or failed to follow reasonable instructions
- failed to comply with health and safety conditions or violations
- withdrawn from a tender once the contract has been awarded
- failed to comply with the terms and/or conditions of a contract
- been a party to litigation with the municipality

23. **Goods and Services “Exempt” from Provisions of the Purchasing Policies**

The purchasing methods described in this by-law do not apply to the following Goods and Services:

23.1 ***Training and Education***

- Registration and tuition fees for conferences, conventions, courses and seminars
- Magazines, books and periodicals unless the purchases of such magazines, books and periodicals are subject to value-added services
- Memberships

23.2 ***Refundable Employee / Councillor Expenses***

- Advances
- Meal Allowances
- Travel and Entertainment
- Miscellaneous – Non-Travel

23.3 ***Employer's General Expenses***

- Payroll Deduction Remittances
- Medical
- Licenses (Vehicle, Firearms, etc.)
- Debenture Payments
- Grants to Agencies
- Damage Claims
- Petty Cash Replenishment
- Tax Remittances
- Insurance Premiums
- Payroll Related Issues
- Charges to other Government Bodies

23.4 ***Miscellaneous***

- where construction or renovation work on a leased building may be performed only by the lesser of the building
- when no bids were received in a competitive process
- when the purchase is already covered by a lease-purchase agreement
- when an urgent purchasing is necessary for fulfilling a statutory order issued by a federal or provincial authority, such as an environmental, public health, or workplace safety compliance order
- when there is a statutory or market based monopoly on the item
- when the required item is covered by an exclusive right such as a patent, copyright or exclusive licence
- where payments are partially or totally credited to the purchase
- when competitive sourcing for low value purchases would be uneconomical or would not attract bids
- when it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required
- agreement on Internal Trade and the Ontario-Quebec Trade Agreement indicate specific exceptions to competitive sourcing
- where the item is being tested on a trial basis
- where the carrying out of the work by the supplier other than the supplier did the original work would nullify the warranty or guarantee held

These purchases are still subject to internal financial controls and generally accepted accounting and reporting practices.

24. When directed by City Council, the following purchase of professional services will be completed through a Request for Proposal:

- Auditing
- Banking
- Actuaries
- Insurance
- General Legal

25. **Co-operative Purchasing**

25.1 The City may participate with other government agencies or public authorities in co-operative purchasing when it is in the best interest to do so.

25.2 If the government agency or authority is of a senior level, then the purchasing policies of that body would come into place under this particular circumstance.

26. **Surplus Stock**

Surplus stock which is no longer used or has become obsolete and is deemed unsuitable for City use may be disposed of in conjunction with Procedure 1010. Directors in conjunction with the Purchasing Policy Co-ordinator shall arrange for the sale/auction of certain identified surplus stock.

27. **Access to Information**

The disclosure of information received relevant to the issue of Bid Solicitations or the Award of Contracts emanating from Bid Solicitation shall be in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

28. **Setting Aside Conditions of Purchasing By-Law**

City Council may, on a resolution passed by no less than two-thirds of all of the Members of the City Council present and voting in favour thereof, set aside or waive the provisions of this by-law.

29. **Process Review and Evaluation**

The purchasing by-law and policies will be reviewed and evaluated once every five years or more frequently if directed by Council, to analyze for effectiveness. A review or evaluation of the internal controls may be executed to confirm that all procedures and guidelines are being acknowledged and to ensure that the

- purchasing of goods and/or services are being administered fairly and impartially.
30. That Council, in adopting this policy by-law, hereby adopts and authorizes the use of the City of Brockville Master Tender Document as may be amended and updated by Administration from time to time.
 31. If any section, clause or provision of this By-Law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole or part thereof other than the section, clause or provisions of this By-Law shall remain in force and effect until repealed or amended, notwithstanding that one or more provisions shall have been declared to be invalid.
 32. Appendix "A" to this By-Law, in which is set out the signing authority, integrity, methods of purchasing and limits of purchasing, shall form part of this By-Law.
 33. The purchasing portion of By-Law 105-92 shall be rescinded upon passing of this By-Law.
 34. This By-Law shall come into effect upon passing.

Given under the Seal of the
Corporation of the City of Brockville
and passed this 27th Day of September, 2005

[Signed] B.W. TeKamp
Mayor

[Signed] S.M. Seale
City Clerk

Purchasing Practices and Authority Approvals

<u>Procedure</u>	** <u>Tendering Applies</u>	<u>Purchase Value</u>	<u>How Required Integrity is Maintained</u>	
			<u>Method</u>	<u>Who Can Sign</u>
Informal Low Value Procurement		up to \$ 1,000	Purchase order or Divisional Card. <i>*petty cash for purchases under \$ 75 allowed when purchase orders are not feasible.</i> Comparison pricing and competitive pricing to be carried out for a one-time procurement in an expeditious and cost-effective manner through phone, fax, e-mail, vendor catalogues or advertisements. This method will use centralized co-ordination for standardization and integrity as well as internal controls.	Director or Designate, refer to "value & authority for purchase" forms on file.
Oral Quotations		\$ 1,001 to \$ 5,000	Primarily done on an invitational basis from at least three qualified suppliers. Implementation of an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which there is a clear solution. To accept the lowest (or highest whichever the case may be) bid. Preference for local suppliers is to be considered only when all other factors are equal. This method will use centralized co-ordination for standardization and integrity as well as internal controls and decentralized purchasing by Department.	Director or Designate, refer to "value & authority for purchase" forms on file.
Written Quotations		\$5,001 to \$ 25,000	Primarily done on an invitational basis from at least three qualified suppliers. This method may be supplemented with public advertising. Implementation of an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which there is a clear solution. To accept the lowest (or highest whichever the case may be) bid. Preference for local suppliers is to be considered only when all other factors are equal. This method will use centralized co-ordination for standardization and integrity as well as internal controls and decentralized purchasing by	Director or Designate, Refer to "value & authority for purchase" forms on file. When costs exceed \$ 10,000, the Director will provide the Purchasing Policy Co-coordinator with terms of reference.
Short Form Tender	**	\$ 25,001 to \$100,000	Implementation of an effective, objective, fair, open and transparent accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which there is a clear or single solution. Documents are to be based on the City of Brockville's Master Tender Document. Acceptance of the lowest (or highest, whichever the case may be) bid meeting the requirements. Central coordination for standardization and internal control - decentralized tender process with reports circulated and signed. Preference for local suppliers is to be considered only when all other factors are equal.	Department Director, Treasurer and C.A.O. Together.

Public Tenders	**	Over \$ 100,000	Implementation of an effective, objective, fair, open and transparent accountable and efficient process for obtaining competitive bids based on precisely defined requirements for which there is a clear or single solution. Documents are to be based on the City of Brockville's Master Tender Document with evaluation criteria based on the Municipal Tendering Procedure (MTO). The advertised (at a minimum in local papers) tender will be submitted on prescribed forms. There will be a public tender opening at a predetermined date, place and time. Acceptance of the lowest (or highest, whichever the case may be) bid meeting the requirements. Central coordination for standardization and internal control - decentralized tender process with reports circulated and signed. Preference for local suppliers is to be considered only when all other factors are equal.	Department Director, Treasurer and C.A.O. provided that: (a) the amount is within the approved budget (b) Council approved (c) Minimum of 3 bids received (d) lowest (or highest, whichever the case may be) bid accepted
Request for Proposal		No dollar value defined	To implement an effective, objective, fair, open, transparent, accountable and efficient 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. When the expertise for developing proper specifications and criteria lies in the hands of the suppliers or where additional information is required and it is not practical to call tenders. The selected proposal earns the highest score and meets the requirements specified in the competition based upon qualitative, technical, and pricing considerations	Department Director, Treasurer and Chief Administrative Officer together.
Non-Competitive Purchasing		No dollar value defined but must meet rigid criteria.	Allows for purchasing in an efficient and timely manner without seeking competitive pricing. Conditions exist when competition is precluding due to the application of any act or legislation or because of the existence of patents or copyrights or due to market conditions, the goods and/or services are in short supply or when the condition of an emergency purchase exists.	Department Director, Treasurer and C.A.O. together. When costs exceed \$10,000, the Director will provide the Purchasing Policy Co-ordinator with terms of reference

**** Section 271 of the Municipal Act, requires to indicate when tendering does & does not apply.**

The Definition of Bid: An offer or submission from a supplier in response to a bid solicitation which may be in the form of an oral or written quotation, a short form or public tender, or a request for proposal.