

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.