



Title: Tendering and Procurement	Date Approved: February 21, 2023
Policy #: GG 2-2023	Council Resolution #48-23:
Department: General Government	Revision:
Rescinds: GG 2-2021	Procedure #:

Preamble:

The following principles will guide the procurement practices of the Town and the process for the sale of municipal capital assets.

- An open, fair, and consistent process for the procurement of all goods, services and construction projects that will ensure the best value for dollar spent.
- Procurement processes that encourage competitive bidding for the supply of all goods and services.
- An open, fair, and consistent process for the sale of surplus capital assets that will ensure the best value for capital assets sold.
- Accountability to the Town for the procurement of goods and services and the disposal of surplus capital assets.

General Standards and Regulations:

The purpose of this policy is to establish guidelines for the purchase of goods and services and for construction projects undertaken by the Town and guidelines for the sale of municipal capital assets. The policy applies to the procurement of goods and services by purchase, lease, rental or other agreement by the Town and the disposal of surplus capital assets by the Town.

Policy:

1. Spending Authority: the value of the goods and services is the total financial commitment resulting from the procurement, including any premiums, fees, commissions, interest, duty, freight, and applicable taxes.
2. The head of a department or CAO may, in the ordinary course of administering the affairs of the Town, purchase or contract for the purchase of goods and services, subject to the following limitations:

- (a) Under \$500.00 – picked up with the invoice by the department, with department manager or foreman approval, with a P.O. The department is expected to be responsible in its procurement practices, (i.e., Obtain written quotes from other supplies where practical from a time and dollar value perspective).
 - (b) From \$500.00 and under \$3,000.00 – must solicit a minimum of 2 (two) written quotes and approval from the CAO.
 - (c) From \$3,000.00 to \$10,000.00 – must have CAO approval and 3 (three) written quotes.
 - (d) From \$10,000.00 to \$49,999.00 – may be tendered or go through a request for proposal (RFP).
 - (e) \$50,000.00 and above – must go through a request for proposal “RFP” process.
 - (f) For items “d” and “e” above the expenditure must be approved by resolution of Council of the Town.
 - (g) In cases where prices are equal or it is difficult to determine the lowest price or bid, preference will be given to suppliers located in the Town.
 - (h) The CAO shall be responsible for establishing purchasing procedures.
3. The Town is not required to accept a bid if Council decides not to proceed with the purchase, if all bids are too high, or if none meet the needs of the Town. The Town retains the right to reject the lowest or any bid.
4. Tender Administration:
- (a) Tenders and RFPs shall be opened publicly; on the date, time and place advertised.
 - (c) Tender and RFP submissions received after the advertised deadline, are to be returned unopened to the originator.
 - (d) Tenders and RFPs shall be awarded using the Evaluation Process as specified in the tender or RFP documentation. In all cases where it is difficult to determine the lowest evaluated bid, preference will be given to suppliers located in the Town.

- (e) With the awarding of the Tender or RFP, the Town shall enter into an Agreement with the successful bidder, signed by the applicable signing authorities. Agreements for services exceeding 2 (two) years and for purchases requiring Council approval in accordance with Section 1(f) shall be adopted by resolution of Council in accordance with The Municipal Act.
- (f) The responsible department will monitor the vendor, or in some cases a Project Manager will be hired to represent the Town's interests.
- (g) The CAO shall be responsible for establishing procedures for the tender and RFP process.

5. Financial Limitations of Directors:

- (a) No Manager or Foreman has the authority to exceed the net total budget of that Department without the authorization of the CAO in accordance with Town spending and purchasing policies. Spending outside of the budget shall require council resolution.

Adopted by Resolution of Council #48-23 at Carberry, Manitoba, this 21st day of February, 2023.