

Village of Port Clements

Purchasing Policy

Policy No. 03

Originally prepared by Clerk/Treasurer Heather Nelson-Smith - 2009

Updated by CAO Kim Mushynsky - 2017

Adopted: 2009 by Mayor and Council

Last Reviewed and approved by Council: June 2017

Next Review: May 2019

Objective: To set guidelines for the procurement of goods and services for the Village.

Policy: For works and services approved within the adopted financial plan, the following procedures are hereby set forth.

Procedure:

AUTHORITY

The CAO and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality to purchase goods and services within the scope of this policy.

The Purchasers may only expend within the approval of the current adopted financial plan and the limits imposed by the current Establishing Officer Positions Bylaw's spending limitations.

Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

CONTRACTING WORKS

Annually the Village of Port Clements will put out a call for a list of services and/or equipment by contractors island wide. The Village will ensure that anyone included on this list is notified either by regular mail or electronically of any quotes, tenders or request for proposals the Village puts out.

Contracting out for goods or services valued at \$5000.00 to \$15,000.00 (excluding taxes) requires written quotes. The Purchasers shall seek to obtain a minimum of three written quotations from Contractors, recognizing that we may not always succeed in receiving three quotes.

Quotes will be evaluated based on the following:

- a) Price
- b) Equipment and related experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$15,000.00 shall be done via tender or request for proposals. The Tender process is utilized when specifications and conditions to a contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

Requests for proposals are used for the purchase of goods, services, equipment and materials when there are no specifications to work with, or when the Village is searching the

marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

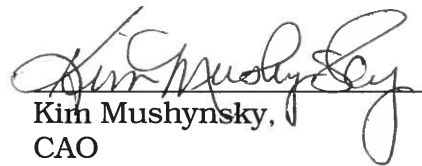
- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

The Village of Port Clements reserves the right to offset any outstanding debts owed to the Village by the Contractor against any amounts owing to the Contractor in regards to contracted works.

All Tenders and RFP's will be opened during a Council meeting, reviewed by staff and approved by Council at the next Council meeting unless an exception requires a quicker response.



Urs Thomas
Mayor



Kim Mushynsky,
CAO