

CITY PURCHASING AND TENDERING POLICY
Council Policy No. 22/14

POLICY:

It is the policy of City Council to require that the City receives the best available value for services, products and materials by providing an open and competitive process for meeting the City's needs.

POLICY BACKGROUND:

The City is bound by the New West Partnership Trade Agreement (NWPTA) that requires fair and open tendering of procurement opportunities. Purchases over the thresholds of \$75,000 for goods and services and \$200,000 for construction are subject to the requirements of the Agreement that requires non-discrimination and transparency in procurement policies and practices.

POLICY GOAL:

It is the goal of this Policy to outline the conditions and processes for maintaining a 'Fair' and 'Open' Tendering and Purchasing Policy for the City.

POLICY GUIDING PRINCIPLES:

- Ensure a high level of accountability is maintained;
- Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution;
- Encourage an open non-discriminatory bidding process practicable for the acquisition of goods and services;
- Recognize the value of supporting local businesses wherever possible, subject to the terms and conditions of this policy;
- Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance and environmental impact;
- Subject to all applicable City policies and bylaws, any specific provisions of the Community Charter, or other relevant legislation.
- Promote positive vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.

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POLICY OBJECTIVES:

1. The City will advertise public tenders or request for proposals for goods and services valued at more than \$75,000.
2. The City will select successful tenders or request for proposals based on the highest evaluated and fully qualified proponent who will demonstrate they can fulfill all conditions and performance requirements of the contract to the satisfaction of the City.
The City will determine the successful proponent based on the evaluation of the total cost of performing the intended function over the lifetime of the task, including, but not be limited to: acquisition cost, training cost, maintenance cost, operating cost, quality of performance, environmental impact and any other evaluation criteria identified in the tender or request for proposal document.
3. The City will obtain written quotations for goods and services estimated to exceed \$5,000, but not \$75,000.
4. The City Council will consider all tenders and request for proposals by resolution:
 - where the value of the tender or request for proposal exceeds \$250,000; or
 - where the value of the tender or request for proposal exceeds \$75,000 and the recommendation is not to award the tender or request for proposal; or
 - where the recommendation is not to award to the lowest tender or request for proposal; or
 - where sole sourcing of goods and services is being recommended.
5. Where the value of the Tender or Request for Proposal is under \$250,000, the recommendation is to award to the low tender or request for proposal and it is within the available budget dollars, the City Manager or designate is authorized to award same.
6. The City Council will delegate by Bylaw to the City Manager or the designate authority to establish the necessary administration policy and procedure to give effect to this policy.
7. For the purposes of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender or request for proposal provisions of the Purchasing Policy do not apply when:
 - services and supplies are provided by utility companies on a monopoly basis; or
 - cooperative purchasing agreements are made with other agencies or levels of government; or
 - due to emergency, a situation exists which could adversely affect the life, health or convenience of citizens.