

Schedule “A”

TOWNSHIP OF CARLOW/MAYO **POLICY WITH RESPECT TO** **PROCUREMENT OF GOODS AND SERVICES**

Purpose:

To provide the basic minimum requirements to ensure that quotations are obtained, competitive shopping is adhered to, Health and Safety issues are considered, and to continue to ensure that the Township obtains the best value, goods and services at the least cost.

Responsibilities:

The Clerk-Administrator or designate is responsible for ensuring that the preceding purchasing requirements are adhered to and that vendors are given fair opportunity to quote on Township requirements.

The Clerk-Administrator or designate shall ensure:

1. That the goods or services are needed.
2. That the Health and Safety considerations are addressed.
3. That the goods and services proposed meet the needs of the department.
4. That sufficient funds have been budgeted and are available.
5. That all-necessary approvals have been obtained.

The purchasing level requirements contained herein may be varied at the discretion of Township Council, for individual purchases.

Goal for Purchasing Procedure:

To purchase and supply at the right time and in the most economical manner, the supplies, equipment and services to meet specific Township requirements.

Mandatory Requirements:

The Clerk-Administrator or designate will generally conduct purchasing. However, specialty items for some departments, i.e.: Roads, may be purchased directly by the Department, provided these procedures are followed.

Purchases Up to \$1,000.00 in Value:

The Clerk-Administrator, designate or the Road Superintendent may authorize purchases up to \$1,000.00 in value upon receiving one verbal quotation provided that sufficient funds have been budgeted and are available.

Purchases between \$1,000.00 to \$5,000.00 in Value:

A Department Head may authorize purchases of maintenance or equipment repairs up to \$5,000.00 in value upon receiving two fax quotations provided that sufficient funds have been budgeted and are available.

Purchases up to \$10,000.00 in Value:

The Township Council may authorize purchases up to \$10,000.00 in value upon receipt of three written quotations provided that sufficient funds have been budgeted and are available.

Please Note: At the discretion of Township Council they may accept only one written quotation from a reputable company if they have confidence in that company and have conflicts/concerns with other possible bidders or due to the limitation of possible bidders.

Control:

Documentation must satisfy audit requirements.

Emergency Purchases:

Notwithstanding any of the provisions of the procedures should an emergency occur which in the opinion of Township Council, Road Superintendent or Clerk-Administrator/designate constitutes imminent danger to life, limb, property or the interruption of an essential service, material and/or services as may be required to remedy the emergency may be purchased immediately without strict adherence to these procedures. Purchases made under this section should be reported immediately to the Township Reeve.

Goal for Calling of Quotations, Sealed Tenders or Request For Proposals:

To quote, tender or request for proposal at the right time and in the most economical manner for supplies, equipment and services to meet specific Township requirements. The municipality shall ensure that competitive shopping is adhered to and that the Township obtains the best value, goods and services at the least cost.

Purchases in Excess of \$10,000.00 in Value:

Except as previously noted or authorized by the Township Council purchases in excess of \$10,000.00 in value may be made by calling for quotations, sealed tenders or request for proposals.

In the case of the Road Department, the Township Council may authorize the purchase of materials or repairs up to \$25,000.00 in value upon receipt of three written quotations provided that sufficient funds have been budgeted and are available.

Please Note: At the discretion of Township Council they may accept only one written quotation/tender/request for proposal from a reputable company if they have confidence in that company and have conflicts/concerns with other possible bidders or due to the limitation of possible bidders.

Invitation for Quote, Tender or Request for Proposal:

The Clerk-Administrator, designate or engineering firm requesting the goods or services shall prepare the quote, tender or request for proposal document.

The closing date provided in the document should be at least two (2) weeks following the call for quote/tender/request for proposal. However, this period may be shortened at the discretion of the Clerk-Administrator or designate based on the Department requirements and number of bidders available for the quote/tender/request for proposal.

When the estimated expenditure is less than \$20,000.00 and there are suppliers who the Township Council have received goods or services from in the past and/or contractors capable of providing the goods or services being quoted, tendered or request for proposal on, the Clerk-Administrator may invite quotes, tenders or request for proposals from not less than three (3) suppliers and/or contractors.

Advertising:

The calling of quotes, tenders or request for proposals shall be the responsibility of the Clerk-Administrator, designate or engineering firm.

At the discretion of Township Council they may instruct the Clerk-Administrator, designate or engineering firm to advertise the quote, tender or request for proposal in a

local newspaper having general circulation within the municipality. Local suppliers may also be invited to quote, tender or request for proposal at the same time as the quote, tender or request for proposal is advertised to the wider market. For major vehicle purchases, a quote, tender or request for proposal shall be circulated to all known suppliers in the area.

If the quote/tender/request for proposal is advertised it should appear in the newspaper at least once, and sufficient time between advertising and closing shall be allowed to permit the bidders to obtain the quote, tender or request for proposal documents, examine the site if applicable, complete and submit the quote, tender or request for proposal.

Receiving Quotes, Tenders or Request for Proposals:

All quotes, tenders or request for proposals shall be received in the municipal office and must be clearly marked “quote, tender or request for proposal” and the bidder’s name.

When the quote, tender or request for proposal is received, the receiver shall initial the outside of the envelope and enter the time and date it was received.

All quotes, tenders or request for proposals shall be kept in a safe and secure location by the Clerk-Administrator or designate.

Late quotes, tenders or request for proposals (those received after the quote, tender or request for proposal has closed) shall be dated and time dated and initialed by the receiver. The quote, tender or request for proposal shall then be returned to the bidder unopened. Those quotes, tenders or request for proposals returned by mail must be accompanied by a covering letter stating that the quote, tender or request for proposal could not be accepted due to late arrival.

Withdrawal of Quote, Tender or Request for Proposal:

A bidder who has submitted a quote, tender or request for proposal may request that the quote, tender or request for proposal be withdrawn. Adjustments or corrections to a quote, tender or request for proposal already submitted will not be allowed. The withdrawal will be allowed if the request is made by mail, fax or in person before the closing time (telephone requests shall not be considered).

Quotes, tenders or request for proposals confirmed as withdrawn prior to closing time shall be returned unopened.

Quote, Tender or Request for Proposal Openings:

Quotes, tenders or request for proposals shall be opened at an open meeting of Council. All quotes, tenders or request for proposals shall be opened, examined and recorded.

Rejected quotes, tenders or request for proposals shall be documented. The bidder of any rejected quote, tender or request for proposal shall be notified in writing that his/her quote, tender or request for proposal was rejected, and the reasons.

Council Acceptance of Quotes, Tenders or Request for Proposals:

All quotes, tenders and request for proposals shall be accepted by resolution of Council in an open meeting.

Upon the acceptance of the quote, tender or request for proposal the Clerk-Administrator or designate shall contact the successful bidder advising his/her that his/her quote, tender or request for proposal has been accepted.

The lowest/highest quote, tender or request for proposal may not necessarily be accepted. The Township Council shall take into consideration cost, references and experience of each bidder before awarding the quote/tender/request for proposal.

Control:

Documentation must satisfy audit requirements.

Conflict of Interest:

If a quote, tender or request for proposal is received from a person related to any employee of the municipality and/or member of Council directly or indirectly involved in the tendering process, the person with the conflict of interest shall declare the general nature of the conflict and excuse himself/herself from the process from the time that the person becomes aware of the conflict, until the acceptance of the quote, tender or request for proposal by Council resolution in an open meeting.

This effectiveness of this procurement of goods and services policy shall be reviewed every five (5) years or upon the request of Council.