

PURCHASING	Department: Council	Policy Source: Council
	Authorized by: Council Signature:	Date: October 24, 2018 Date Revised: Date Effective: November 15, 2018 Date to be Reviewed: October 2021

POLICY: This policy is to ensure that goods and services are acquired through a fair, open, transparent and competitive process that uniformly balances the interests of taxpayers with the fair and equitable treatment of suppliers

PROCEDURE:

1. When the Village of Alliance decides to acquire goods or services from outside parties it shall do so through the process outlined below:
 - a) Public tender with public advertising-a tender that is publicly advertised is required when the amount of the purchase is expected to exceed \$100,000;
 - b) Invitational tender-notwithstanding the above, invitational tenders may be utilized for purchase over \$100,000 if the CAO is satisfied that all known suppliers in the area will be invited to bid;
 - c) Public tender without public advertising-the CAO will determine if public advertising is required for a public tender when the contract is over \$10,000 and less than \$100,000;
 - d) Telephone/Facsimile/Email Quotations-the acquisition of goods and services expected to be less than \$10,000 shall be completed by obtaining telephone, facsimile or email quotations from a minimum of three vendors, if possible;
 - e) Direct Awards-a sole source contract may be awarded if the acquisition is expected to be less than \$5,000 unless it is deemed to be in the best interest of the village to obtain written or facsimile quotations;
 - f) Sole source contracts-the Village of Alliance retains the right to use a sole source contract with the prior approval of council regardless of the quantum of the contract. In the case of apparent emergencies, the CAO shall be empowered to sole source the acquisition. Sole source contractors must hold a valid business license with the Village of Alliance or with the municipality that they currently reside in;
 - g) Preference will be given to local businesses and/or suppliers.
2. The CAO has the authority to award public tenders, telephone, fax and email quotations, direct awards (under \$5,000) and RFP's if all of the following conditions have been met:
 - a) Sufficient funding has been provided for in the budget or the budget as amended;
 - b) The contract is being awarded to the lowest compliant bidder meeting specifications notwithstanding the amount of the contract may exceed \$100,000;
 - c) The award of the contract is not of a controversial nature.
3. The council shall award contractors if any of the following conditions exist:
 - a) Sufficient funding has not been provided for in the budget;
 - b) In the case of public tenders, the contract is not being awarded to the lowest compliant bidder meeting specifications.