

POLICY STATEMENT AND REGULATIONS

Number: 200.308

PURCHASING

That the following "Purchasing Guidelines" for the District of Summerland be adopted by Council as policy:

DIVISION I - GENERAL

1. The District of Summerland will seek to make its purchases from reliable suppliers, recognizing that although price is important, other elements of value, including quality, ability to deliver at required times, service and customer relations and guarantees constitute total cost to the District. It is recognized that good supplier relations are important and suppliers shall be accorded fair and courteous treatment.
2. It shall be within the purview of the Department Head to select suppliers and material up to appropriations in the annual budget, but actual purchases can only be undertaken on the Districts approved and signed purchase orders.
3. Personnel, identified by the Department Head, shall be authorized to requisition up to \$250.00. Amounts in excess of \$250.00 shall be approved by the Department Head. Department Heads have the approval for purchases up to \$5000.00, provided they are allocated in the annual budget and confirmation for funding is received from the Treasurer.

DIVISION II - SELECTION OF SUPPLIERS

1. Suppliers will be selected to ensure a high degree of flexibility, a good level of competition and a constant awareness of product development and technical improvements. Suppliers should possess the following attributes - high ethical standards and a good record of adhering to specifications and maintaining deliveries. All other things being equal, local suppliers will be given preference.
2. Telephone, telegram or fax orders may be placed for "rush" type orders or where there is only one supply source. It is normal policy that orders should not be placed without obtaining a price first, regardless of which procedure is used.

DIVISION III - CALL PROCEDURES

1. Recognizing Division II (1), and where practical, either by invitation or formal, tenders shall be called for materials and/or services where the estimated cost is in excess of \$5,000.00. In instances of emergency where a delay would be injurious to the public or to the operation of the Municipality, or where the materials or service are unique, the Department head together with the Administrator and the Mayor or Acting Mayor, providing funds can be allocated, may proceed with an order to purchase materials or service over the \$5,000.00 limit. Such incident will be reported to the whole Council for ratification as soon as is practical after the incident.
2. All tenders will be publicly opened in the Municipal Office at the time stated in the advertising or tender document, with applicable Department Head, Administrator or Treasurer and at least one member of the Council Committee present. All tenders will remain sealed until the official opening date and time.
3. Specifications should be written broadly enough to encourage competitive bidding. Brand names may be used only to specify standards of where the materials or service are unique.
4. Following the opening of tenders, the results will be referred to staff for analysis and report to the Administrator. The Administrator will make his recommendation to Council. Where necessary, the Administrator may confer with the appropriate Committee of Council.
5. Council will make the final decision as to award or reject.

ADOPTED: September 13, 1993