

SECTION	NAME OF POLICY
GENERAL ADMINISTRATION	PURCHASING POLICY – PROCUREMENT OF SUPPLIES AND SERVICES

- (i) to encourage the Purchase of Goods and/or Services with due regard to the preservation of the natural environment;
- (j) to promote, and incorporate wherever possible in Purchasing activities of the Corporation, the requirements of the *Ontarians with Disabilities Act, 2001*, S.O. 2001, c. 32, as amended;
- (k) to adhere to the code of ethics of the National Institute of Government Purchasing and the Purchasing Management Association of Canada; and
- (l) to maintain timely and relevant policies and procedures, and to this end it is intended that this By-law be reviewed at least every five (5) years or earlier, to evaluate its effectiveness.

DEFINITIONS

2. (a) In this by-law,

“**Associate Director**” means an employee of the Corporation holding the position of associate director;

“**Award**” means authorization to proceed with the purchase of Goods and/or Services from a chosen Supplier;

“**Bid**” means an offer or submission from a Supplier in response to a Bid Solicitation which is subject to acceptance or rejection by the Corporation;

“**Bid Approval Report**” means a completed Purchase Requisition, Expenditure Authorization, or Council Report, which authorizes the purchase of Goods and/or Services and is executed by the Purchasing Authorities as set out in Schedule “C” or Schedule “D”;

“**Bid Deposit**” means the form of security required by the terms and conditions of Bid Solicitations to guarantee that the successful Supplier enters into a Contract with the Corporation, as required by Section 27 of this By-law;

“**Bid Solicitation**” means a formal request for Bids including a Request for Informal Quotation, Request for Quotation, Request for Pre-Qualification, Request for Tender, Request for Proposal or Request for Expression of Interest;

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“**Budget**” means the budget or portion of the budget approved by Council;

“**Chair**” means the Chair of the Corporation or his or her designate;

“**Chief Administrative Officer**” or “**CAO**” means the Chief Administrative Officer of the Corporation, his or her Designate or any successor position thereto;

“**Clerk**” means the Clerk of the Corporation or his or her designate;

“**Commissioner**” means the Commissioner of a Department, his or her Designate or any successor position thereto;

“**Compliant Bid**” means a Bid that meets the terms and conditions of the Bid Solicitation and this By-law;

“**Conflict of Interest**” means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Corporation is, or can be reasonably be perceived to be, in conflict with the interests of the Corporation, and includes, but is not limited to:

- (i) the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers Goods and/or Services to the Corporation;
- (ii) a direct or indirect interest in any business that provides Goods and/or Services to the Corporation;
- (iii) a conflict of interest as defined in the *Municipal Conflict of Interest Act*, or
- (iv) a conflict of interest as defined in the Corporation’s Code of Ethics/Conflict of Interest Policy #C3.C20, as may be amended;

“**Construction**” means a construction, reconstruction, demolition, repair or renovation of a building, structure or other engineering or architectural work and includes site preparation, excavation, drilling, soil or seismic investigation, the supply of products and materials and the supply of equipment and machinery incidental to the construction, and the installation and repair of fixtures of a building, structure or other engineering or architectural work;

“**Contract**” means a binding agreement between two or more parties that creates an obligation to provide goods or perform services;

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“**Corporation**” means The Regional Municipality of Niagara;

“**Council**” means the Council of the Regional Municipality of Niagara;

“**Department**” means any Department of the Corporation including any division within a Department;

“**Department Representative**” means a position authorized in writing by the CAO or Department Commissioner to purchase Goods and/or Services up to the value of their prescribed signing authority and which written authorization must be filed with the Manager of Purchasing Services;

“**Designate**” means a person authorized in writing to act on behalf of another during his or her absence, which written authorization has been filed with the Manager of Purchasing Services; only a person holding a position no lower than one level below in the Corporation’s reporting structure may be authorized to act as a Designate;

“**Director**” means the director of a division within a Department, his or her Designate or any successor position thereto;

“**Director of Legal Services**” means the Director of Legal Services of the Corporation, his or her Designate or any successor position thereto;

“**Disability**” or “**Disabilities**” shall have the same meaning as set out in the *Ontarians with Disabilities Act, 2001*, or any successor legislation thereto;

“**Disposal**” means the selling, trading, assignment and/or scrapping of surplus assets;

“**Fair Market Value**” means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arm’s length who are fully informed and not under any compulsion to transact;

“**Formal Bid Process**” means the process for receipt of Bids, as outlined in Section 21;

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“Goods” means, in relation to procurement, moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property), including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract;

“In House Bid” means a Bid made by one or more employees of the Corporation, which process has been authorized by Council, submitted in response to a Bid Solicitation, where the provision of the Goods and/or Services will be provided by the employees of the Corporation;

“Lowest Compliant Bid” means the Compliant Bid that would provide the Corporation with the desired Goods and/or Services at the lowest cost;

“Manager” means an employee of the Corporation holding the position of manager;

“Negotiation” means a purchasing method whereby the Corporation may negotiate directly with one or more Suppliers with the intent to award a Contract or extend an existing Contract;

“Professional Services” means those services requiring the skills of professionals for a defined service requirement including,

- (i) architects, engineers, designers, surveyors, geoscientists, project managers, financial consultants, auditors, accountants;
- (ii) firms or individuals having specialized competence in environmental, planning or similar disciplines; and,
- (iii) software consultants and any other persons providing similar services;

“Purchase” means to acquire Goods and/or Services by purchase, rental, lease or trade;

“Purchase Order” means a written confirmation of the purchase of Goods and/or Services at a specific cost;

“Purchase Requisition” means a request for Goods and/or Services for which the Budget has been approved, prepared by a Department and sent to the Purchasing Services Division;

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“Purchasing” means the process for obtaining Goods and/or Services;

“Purchasing Services” means that part of the Corporate Services Department responsible for purchasing all Goods and/or Services for the Corporation and for the administration of this By-law;

“Quotation” means a binding statement of price, terms of sale and description of Goods and/or Services offered by a Supplier;

“Request for Expression of Interest” or “RFEOI” means a public request made by the Corporation seeking responses from potential Suppliers for the purposes of compiling a list of Suppliers who may be interested in providing Goods and/or Services to the Corporation from time to time. Receipt of an expression of interest by the Corporation does not create any obligation between the potential Supplier and the Corporation, but may be a precondition to qualifying for subsequent Bid Solicitations issued by the Corporation;

“Request for Pre-Qualification” or “RFPQ” means a public request by the Corporation seeking submissions outlining the experience, financial strength, education, background and significant personnel of potential Suppliers who may, from time to time, qualify to supply Goods and/or Services to the Corporation;

“Request for Proposal” or “RFP” means a public request for proposals by the Corporation made in accordance with Section 16 of this By-law, seeking proposals to supply Goods and/or Services which may or may not result in an Award by the Corporation;

“Request for Quotation” or “RFQ” means a request for Quotations by the Corporation for the provision of Goods and/or Services made in accordance with Section 14 of this By-law;

“Request for Tender” or “RFT” means a public request for Tenders by the Corporation made in accordance with Section 15 of this By-law;

“Services” means intangible products that do not have a physical presence and includes Professional Services. No transfer of possession or ownership takes place when services are sold, and they: (1) cannot be stored or transported; (2) are instantly perishable; and (3) come into existence at the time they are bought and consumed;

“Single Source” means the non-competitive procurement process to acquire Goods and/or Services from a specific supplier even though there may be more than one Supplier capable of delivery of the same Goods and/or Services;

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“Sole Source” means there is only one source of the Goods and/or Services that meets the requirements of the Corporation;

“Special Circumstance” means:

- (i) an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public;
- (ii) an event that, unless immediately addressed, is likely to cause significant loss or damage to property;
- (iii) an event that has disrupted any essential service that needs to be re-established without delay; or
- (iv) an emergency as defined in the *Emergency Management Act*, R.S.O. 1990, c. E.8, as amended, or any successor legislation thereto;

“Substantive Objection” means a written objection provided to Purchasing Services from a Supplier with respect to a Bid Solicitation giving specific reasons for the objection;

“Supplier” means any individual or organization offering Goods and/or Services including but not limited to contractors, consultants, vendors and service organizations;

“Tender” means a written detailed offer from a Supplier to supply Goods and/or Services to the Corporation;

“Treasurer” means the Treasurer of the Corporation, or his or her Designate; and

“Two Envelope Method” means a Bid submitted in response to a Request for Proposal which requires the submission in separate bid envelopes, where the Bid is evaluated as outlined in Subsection 16(d).

- (b) Schedules “A”, “B”, “C” and “D” attached hereto form part of this By-law.

APPLICATION

- 3. (a) The policies and procedures outlined in this By-law, including all of the purposes, goals and objectives of Section 1 hereof, shall be followed for the Purchase of all Goods and/or Services by the Corporation or any of its officers, servants and employees.

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- (b) The Methods of Purchasing set out in Sections 10 to 20, and the Reporting Procedures set out in Section 23, shall not apply to the purchase of those Goods and Services outlined in Schedule “A”.
- (c) This provision provides authority for the purchase of Goods and Services outlined in Schedule “A” as long as the purchase is authorized by the appropriate Purchasing Authority for “Single Source” as set out in Schedule “C” and Schedule “D”, up to the prescribed limits.
- (d) Any Contracts necessary to complete the purchase of Goods and/or Services outlined in Schedule “A” shall be signed by the appropriate Document Execution Authority for “Single Source” as set out in Schedule “C” and Schedule “D”, up to the prescribed limits provided that:
 - (i) the Contract has been prepared in a form satisfactory to the Director of Legal Services;
 - (ii) any financial securities and insurance required under the Contract are satisfactory to the Director of Legal Services; and
 - (iii) a Bid Approval Report has been prepared, signed and authorized by the appropriate Purchasing Authority for “Special Circumstance/Single Source/Negotiation” as set out in Schedule “C”.
- (e) From the date this By-law comes into force until December 31, 2010, the Purchasing Authorities and Document Execution Authorities set out in Schedule “D” shall apply to all purchases of Goods and Services by the Public Works Department of the Corporation: and
- (f) Despite Subsection 3(e), the Purchasing Authorities and Document Execution Authorities set out in Schedule “D” shall continue to apply to all purchasing processes commenced by the Public Works Department before December 31, 2010.

RESPONSIBILITIES AND AUTHORITIES

- 4. (a) The Commissioner of Corporate Services shall have all the necessary authority to administer this By-law and to carry out his or her duties on behalf of the Corporation.
- (b) Purchasing Services is responsible to and shall have the authority to:
 - (i) acquire or dispose of Goods and/or Services;

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- (ii) call, receive, open and review Bids;
 - (iii) establish administrative procedures and policies for the implementation of this By-law;
 - (iv) establish, through consultation with the Director of Legal Services, standards for Bid Solicitations, Purchase Orders, Contracts and other documents;
 - (v) establish, through consultation with the user Department and Director of Legal Services, the terms and conditions of Bid Solicitations;
 - (vi) provide guidelines on procurement policies and procedures and the structure, format and general content of Bid Solicitations;
 - (vii) review proposed Bid Solicitations to ensure clarity, reasonableness and quality and advise staff of suggested improvements;
 - (viii) issue purchasing cards to employees and Departments for the purchase of Goods and/or Services and to impose terms and conditions on their use;
 - (ix) act on behalf of the Corporation, the Niagara Regional Police Services Board, and from time to time, other boards and agencies, for the purposes of the Purchase or Disposal of Goods and/or Services;
 - (x) ensure open, fair and impartial Purchasing processes for Goods and/or Services;
 - (xi) ensure compliance with this By-law and advise the Commissioner of Corporate Services when there has been non-compliance. The Commissioner of Corporate Services shall take appropriate action to address and correct any non-compliance;
 - (xii) develop co-operative purchasing plans with other units of government or their agencies or public authorities, where deemed beneficial to the Corporation; and
 - (xiii) promote the standardization of Goods and/or Services, where such standardization demonstrably supports the purposes, goals and objectives of this By-law.
- (c) The Purchasing Manager, with the written approval of the Commissioner of Corporate Services, may delegate to an employee or employees, all or part of the authority in Subsection 4(b) above, which authority may be limited to a particular type of Goods and/or Services.

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- (d) The CAO or Department Commissioner shall appoint in writing, Department Representatives who shall be responsible for the Purchasing of Goods and/or Services and oversight up to the value of their prescribed authority in accordance with Section 4 (e);
- (e) Department Representatives will also have the following specific responsibilities:
 - (i) ensuring that all Contract terms and conditions comply with the Bid Solicitation;
 - (ii) preparing and approving all specifications and terms of reference in consultation with Purchasing Services;
 - (iii) managing Contracts to ensure Goods and/or Services are received by the Corporation and comply with Contract terms and conditions;
 - (iv) monitoring all Contract expenditures and ensuring that all financial limitations have been complied with and that all accounts are paid within the times set out in the Contract;
 - (v) monitoring the performance of Suppliers;
 - (vi) standardizing the use of Goods and/or Services, where such standardization demonstrably supports the purposes, goals and objectives of this By-law; and
 - (vii) ensuring that all Goods and/or Services purchased have been received and recording receipt in the form prescribed by Purchasing Services.

REQUIREMENT FOR APPROVED FUNDS

- 5. (a) The exercise of authority to award a Contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Budget.
- (b) Where Goods and/or Services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a Contract is subject to the following:
 - (i) the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
 - (ii) the Goods and/or Services will continue to be required in subsequent years and, in the opinion of the Commissioner of Corporate Services, the required funding can reasonably be expected to be made available; and

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- (iii) the Contract includes a provision that the supply of Goods and/or Services in subsequent years is subject to the approval by Council of the Budget estimates to meet the proposed expenditures.

TRADE AGREEMENTS

- 6. (a) Purchasing by the Corporation may be subject to the provisions of trade agreements.
- (b) Where an applicable trade agreement supercedes and is in conflict with this By-law, the trade agreement shall take precedence.
- (c) Purchasing Services shall advise the appropriate department Commissioner when a purchase may not conform to an applicable trade agreement as early as possible in the Purchasing process.

ADVERTISING OF PURCHASING OPPORTUNITIES

- 7. (a) Purchases exceeding \$100,000 for Goods and/or Services and \$250,000 for Construction shall, as a minimum, be advertised:
 - (i) on the website for the Corporation and/or a website authorized by Purchasing Services for posting bid calls, from the date that the Bid Solicitation is issued up to and including the date on which the Bid Solicitation closes; and/or
 - (ii) one time, at least seven (7) calendar days before the Bid Solicitation closes, in a local newspaper that has a daily circulation within the Regional Municipality of Niagara.
- (b) Any person involved in Purchases may advertise Purchases for lesser amounts if he or she determines that it is in the Corporation’s best interest to do so.
- (c) No additional advertising is required for Purchases where bidders have been previously pre-qualified in accordance with this By-law.
- (d) Advertising is not required for services that may be provided only by any of the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers, paralegals and notaries.

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PURCHASING DOCUMENTATION

- 8. (a) The use of standard documents in Purchasing that have been certified, evaluated, qualified, registered or verified by independent nationally recognized organizations shall be preferred.
- (b) A Bid Solicitation may specify a specific product or brand name to ensure consistency, to minimize risk to the Corporation, or for other valid purposes.
- (c) All changes to standard Bid Solicitations and Contracts shall be reviewed and approved by the Director of Legal Services.
- (d) Before issuance, all Bid Solicitations shall be reviewed by Purchasing Services.

METHODS OF PURCHASING

- 9. (a) Any person procuring Goods and/or Services on behalf of the Corporation shall do so using one of the following methods of Purchasing set out in Sections 10 to 20 (“Methods of Purchasing”). The methods may be utilized individually or in combination with one another, as may be appropriate in the circumstances.
- (b) All Methods of Purchasing, except for the exemptions in Schedule “A” and Low Value Purchases, shall be conducted through or reviewed by Purchasing Services.

REQUEST FOR PRE-QUALIFICATION OF ACCEPTABLE SUPPLIERS

- 10. (a) Purchasing Services may conduct a Request for Pre-Qualification to develop a list of Suppliers that may be eligible to submit a Bid on subsequent Bid Solicitations.
- (b) Pre-qualification may be considered in the following circumstances:
 - (i) the work will require substantial project management by the Corporation and could result in substantial cost to the Corporation if the Supplier is not appropriately experienced;
 - (ii) the Goods and/or Services to be purchased must meet national safety standards;
 - (iii) the work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials or financial requirements;

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- (iv) miscellaneous repairs and services as required by the Corporation such as plumbers, electricians, and drywall contractors;
 - (v) there could be substantial impact on the Corporation's operations if the work is not satisfactorily performed the first time; or
 - (vi) any other circumstances deemed appropriate by the Manager of Purchasing Services.
- (c) An RFPQ shall be provided to the potential Suppliers setting out the criteria for pre-qualification which may include, but are not limited to:
- (i) experience on similar work (firm and staff assigned);
 - (ii) references provided from other customers for similar work;
 - (iii) verification of applicable licences and certificates;
 - (iv) health and safety policies and staff training; and
 - (v) financial capability.
- (d) Supplier submissions will be evaluated and ranked and a short list of pre-qualified Suppliers will be invited to participate in the second step of the two- step Purchasing process, being a Request for Proposal or a Request for Tender.
- (e) All RFPQ's shall be conducted in accordance with submission instructions in the Bid Solicitation and Section 7 of this By-law.

REQUEST FOR EXPRESSIONS OF INTEREST

11. Purchasing Services may conduct a Request for Expression of Interest for the purpose of determining the availability of Suppliers and for the purpose of compiling a list of Suppliers and may be used as a specific pre-condition of any Method of Purchasing utilized by the Corporation. The receipt of an expression of interest by the Corporation does not create any obligation between the potential Supplier and the Corporation.

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**LOW VALUE PURCHASES
(UP TO \$10,000 EXCLUDING TAXES)**

12. Department Representatives are authorized to procure Goods and/or Services up to a total value of \$10,000, excluding taxes. Only purchases that can be demonstrated to have been made at Fair Market Value shall be made. Department Representatives may procure Goods and/or Services through the following means:
- (a) Purchasing Card used in strict accordance with the *Purchasing Card Policy* as determined by the Treasurer;
 - (b) Purchase Order to the Supplier; or
 - (c) direct invoice from the Supplier approved and signed by the Department Representative or Designate with authority to approve the purchase.

**INFORMAL QUOTATIONS
(PURCHASES GREATER THAN \$10,000 AND NOT EXCEEDING \$25,000 EXCLUDING TAXES)**

13. (a) For purchases with a total value greater than \$10,000 and not exceeding \$25,000, excluding taxes, an Informal Quotation method shall be utilized. If possible, at least three (3) written Quotations shall be solicited, analyzed and the results tabulated by either Purchasing Services or the Department Representative. Quotations received shall be evaluated on price and the criteria outlined in the quotation request to determine the preferred Supplier.
- (b) The Purchase Requisition shall be prepared by the Department Representative, for signature and approval in accordance with the Purchasing Authorities set out in Schedule "C" or Schedule "D".
- (c) The Department Representative shall forward the approved Purchase Requisition complete with copies of the requests for informal Quotation and the submitted Quotations to Purchasing Services and request that Purchasing Services issue a Purchase Order to the preferred Supplier.
- (d) Purchasing Services shall issue a Purchase Order when it has received all approvals and documents required by the Request for Informal Quotation and Subsection 13(a) of this Bylaw.

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**REQUEST FOR QUOTATIONS (FORMAL)
(PURCHASES GREATER THAN \$25,000 AND NOT EXCEEDING \$100,000 EXCLUDING TAXES)**

- 14. (a) For purchases with a total value greater than \$25,000 and not exceeding \$100,000, excluding taxes, a Request for Quotation may be used to Purchase and shall be issued by Purchasing Services.
- (b) The Department Commissioner or Department Representative shall provide to Purchasing Services the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.
- (c) Purchasing Services shall conduct the Bid Solicitation using a list of Suppliers compiled by the Department Representative and Purchasing Services.
- (d) If possible, at least three (3) Quotations shall be solicited by Purchasing Services, analyzed and the results tabulated.
- (e) All RFQ’s shall be conducted by Purchasing Services in accordance with Section 21.
- (f) Any Bid irregularities shall be dealt with in accordance with Schedule “B”.
- (g) Bids received shall be analyzed and evaluated by the Department Representative and Purchasing Services using the criteria outlined in the Bid Solicitation.
- (h) Where an award is recommended, the Bid Approval Report will be prepared by Purchasing Services or the Department Representative, for signature and approval in accordance with the Purchasing Authorities set out in Schedule “C” or Schedule “D”.

**REQUEST FOR TENDERS
(PURCHASES GREATER THAN \$100,000 EXCLUDING TAXES)**

- 15. (a) For purchases with a total value greater than \$100,000, excluding taxes, a Request for Tender shall be issued through Purchasing Services provided that all of the following conditions apply:
 - (i) two (2) or more sources are considered capable of supplying the Goods and/or Services;
 - (ii) the Goods and/or Services are adequately defined to permit the evaluation of Tenders against clearly defined criteria; and

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- (iii) it is intended that the Lowest Compliant Bid will be accepted.
- (b) The Department Commissioner or Department Representative shall provide to Purchasing Services the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.
- (c) All RFT's shall be conducted in accordance with Section 21.
- (d) All RFT's shall be advertised in accordance with Section 7 except where a list of pre-qualified Suppliers has been compiled in accordance with Section 10.
- (e) Where an RFPQ has previously been conducted, only pre-qualified Suppliers shall be notified and Bids shall only be accepted from pre-qualified Suppliers.
- (f) Any Bid irregularities shall be dealt with in accordance with Schedule "B".
- (g) The Bid Approval Report shall be prepared in accordance with Section 23.
- (h) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule "C" or Schedule "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule "C" or Schedule "D".

REQUEST FOR PROPOSALS (PURCHASES GREATER THAN \$10,000 EXCLUDING TAXES)

- 16. a) A Request for Proposal shall be issued through Purchasing Services where the Method of Purchasing meets one or more of the following criteria:
 - (i) the Purchase is required as a result of a particular problem, requirement or objective;
 - (ii) the selection of the Supplier depends more upon the effectiveness of the proposed solution, rather than the price alone;
 - (iii) the precise Goods and/or Services, or the specifications therefor, are not known or are not definable and it is expected that Suppliers will further define them.
- (b) The Department Commissioner or Department Representative shall provide to Purchasing Services the relevant information such as specifications, provisions, plans and supplemental general conditions for the Purchase.

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- (c) Purchasing Services shall conduct the Bid Solicitation.
- (d) RFPs may require Suppliers to submit a Bid in two (2) sealed envelopes (Two Envelope Method). The first envelope will contain the form of proposal and corporate and key personnel qualifications, methodology, schedule and any other technical requirements of the Bid Solicitation. The second envelope will contain the proposed fee for the services, and will only be opened once the qualitative analysis has been completed. All Bids will be evaluated based on the evaluation criteria outlined in the Bid Solicitation by an evaluation team consisting of members of the requesting Department and Purchasing Services.
- (e) RFPs shall be conducted by Purchasing Services in accordance with Section 21.
- (f) RFPs shall be advertised in accordance with Section 7, except where a list of pre-qualified Suppliers has been compiled in accordance with Section 10.
- (g) Any Bid irregularities shall be dealt with in accordance with Schedule “B”.
- (h) The Bid Approval Report shall be prepared in accordance with Section 23.
- (i) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule “C” or Schedule “D” and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule “C” or Schedule “D”.

SPECIAL CIRCUMSTANCE PURCHASES

- 17.
 - a) Purchases that are required to respond to a Special Circumstance shall be authorized in accordance with Schedule “C” or Schedule “D”. All such purchases must be reported to Purchasing Services on the following business day.
 - b) Contracts required to effect Special Circumstance purchases shall be signed in accordance with the Document Execution Authorities set out in Schedule “C” or Schedule “D”.

SINGLE SOURCE PURCHASES

- 18. (a) Bid Solicitations are not required for Single Source Purchases, provided that any of the following conditions apply:

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- (i) a Sole Source is being recommended;
 - (ii) the compatibility of a Purchase with existing equipment, product standards, facilities or service is a paramount consideration;
 - (iii) a Good is purchased for testing or trial use;
 - (iv) there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier;
 - (v) an unforeseeable situation of urgency exists and the Goods and/or Services cannot be obtained in time by means of open procurement procedures;
 - (vi) the Corporation has a rental contract with a purchase option and such purchase option is beneficial to the Corporation;
 - (vii) for matters involving security, police matters or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the Supplier or the Corporation;
 - (viii) there are no bids in response to a Bid Solicitation.
- (b) The Bid Approval Report shall be prepared in accordance with Section 23.
- (c) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule “C” or Schedule “D” and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule “C” or Schedule “D”.

NEGOTIATION

19. (a) Notwithstanding that Negotiation may be a component of another procurement process, Negotiation may be used for purchases of Goods and/or Services when any of the following criteria apply:
- (i) the required Goods and/or Services are in short supply;
 - (ii) competition is precluded due to the existence of any patent right, copyright, technical secret or control of raw material;
 - (iii) a Sole Source is being recommended;

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- (iv) two (2) or more identical Bids are received;
 - (v) the Lowest Compliant Bid received meeting all specifications exceeds the Budget amount;
 - (vi) the extension of an existing Contract would be more effective;
 - (vii) only one (1) Bid is received in response to a Bid Solicitation;
 - (viii) there is Council authorization to do so.
- (b) The Bid Approval Report shall be prepared in accordance with Section 23.
- (c) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule “C” or Schedule “D” and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule “C” or Schedule “D”.

ROSTER FOR PROFESSIONAL SERVICES

20. (a) An RFPQ or an RFEOI may be conducted for the purpose of developing a roster of qualified Suppliers of Professional Services for groups of projects requiring similar and particular expertise. While the use of a roster is strictly optional, the associated RFPQ or RFEOI shall be conducted in accordance with the provisions of this By-law.
- (b) The Department Representative shall provide to Purchasing Services the relevant information regarding the Professional Services and required expertise.
- (c) Purchasing Services will prepare the RFPQ or RFEOI, inviting interested Suppliers to submit Bids outlining, among other things, their qualifications, availability, recent project experience, key personnel and roles, and sufficient references satisfactory to the Manager of Purchasing Services for work of a similar nature.
- (d) An evaluation team consisting of members of the requesting Department and Purchasing Services shall analyze and evaluate the responses received using the criteria outlined in the RFPQ or RFEOI to select a number of qualified Suppliers of Professional Services which shall be placed on a roster.
- (e) On subsequent projects, Suppliers of Professional Services may be selected from the roster to submit detailed proposals in response to a RFP, in accordance with Section 16 of this By-law. A minimum of three (3) Suppliers shall be requested to submit proposals. The RFP shall be issued by Purchasing Services. The requesting Department shall invite

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suppliers on the roster to respond to RFPs, using best efforts to equally distribute opportunities amongst the Suppliers on the roster.

- (f) Alternatively, a Supplier may be selected from the roster to submit a Bid for Professional Services in accordance with Section 18 of this By-law.
- (g) Rosters shall be updated at least once every two (2) years.

FORMAL BID PROCESS

- 21. (a) All Bids (with the exception of submissions in response to Requests for Pre-Qualification) shall be received by the Regional Clerk and opened in public at the time and place stated in the Bid Solicitation.
- (b) The opening of all sealed Bids shall be attended by a representative from Legal Services and either Public Works or Purchasing Services.
- (c) Bids received which comply with this By-Law shall be opened and the Suppliers name and the Bid amount(s) shall be read aloud and recorded. When the Bid Solicitation is for registration purposes, only the Supplier’s name will be read aloud and recorded.
- (d) When only one (1) Bid is received, only the Supplier’s name shall be read aloud. The Bid amount shall not be read aloud.
- (e) Bid Irregularities shall be administered in accordance with Schedule “B”.

CO-OPERATIVE PURCHASING

- 22. The Commissioner of Corporate Services may enter into arrangements with any government body, ministry, agency, board, corporation or authority on a co-operative or joint basis for purchases of Goods and/or Services where there are economic advantages in so doing and such purchases comply with this By-law.

REPORTING PROCEDURES

- 23. (a) Prior to any Award, a Bid Approval Report shall be prepared by Purchasing Services or the Department Representative, signed and authorized in accordance with the Purchasing Authorities set out in Schedule “C” or Schedule “D”.

SECTION GENERAL ADMINISTRATION	NAME OF POLICY PURCHASING POLICY – PROCUREMENT OF SUPPLIES AND SERVICES
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- (b) At least quarterly, the Treasurer shall submit reports listing all purchases of Goods and Services through Bid Solicitations in excess of \$25,000 for information to Committee and Council, with an alphabetical listing of Suppliers, total award, amount budgeted and description of Goods and Services.

PRESCRIBED COUNCIL APPROVAL

- 24. Notwithstanding any other provision of this By-Law, the following Awards require Council approval:
 - (i) the recommended Award exceeds the amount budgeted for the Purchase;
 - (ii) the authority to Award has not been expressly delegated to staff of the Corporation;
 - (iii) the recommended Award is not the Lowest Compliant Bid.

DOCUMENT EXECUTION AUTHORITY

- 25. Employees or officers of the Corporation identified in Schedule “C” or Schedule “D” (Document Execution Authority) shall have the authority to execute Contracts and all other documents necessary to effect the Award or purchase of Goods and/or Services, up to the prescribed limits, provided that the documents have been prepared in a form satisfactory to the Director of Legal Services and that the Award or purchase complies with this By-law.

FINANCIAL SECURITIES AND INSURANCE

- 26. (a) Purchasing Services may require that a Bid be accompanied by a Bid Deposit or other similar security to guarantee that the successful Supplier enters into a Contract with the Corporation.
- (b) In addition to the security referred to in Subsection 26(a), the successful Supplier may also be required to provide:
 - (i) a Performance Bond to guarantee the performance of the Contract;
 - (ii) a Labour and Materials Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract; and/or

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- (iii) such further security as Purchasing Services deems appropriate in the circumstances.
- (c) Prior to the commencement of work, the Supplier shall provide to the Corporation, proof of insurance in accordance with the Bid Solicitation, satisfactory to the Director of Legal Services.
- (d) Failure to comply with all terms and conditions of a Bid Solicitation, including failure to provide proof of insurance as required, shall be just cause for cancellation of the Award.
- (e) Prior to the Corporation issuing payment to a Supplier, the Supplier shall provide a Certificate of Clearance from the Workplace Safety and Insurance Board confirming all premiums or levies have been paid to the Board to date.

BID IRREGULARITIES

27. The process for administering irregularities contained in Bids pertaining to all Bid Solicitations shall be as set out in Schedule “B”.

FORM OF CONTRACT

- 28. (a) An Award may require a formal written agreement or a Purchase Order.
- (b) A Purchase Order may be used when the resulting Contract is straightforward and will refer to the Corporation’s standard terms and conditions outlined in the Bid Solicitation.
- (c) A formal written agreement satisfactory to the Director of Legal Services shall be used when the resulting Contract is complex.
- (d) It shall be the responsibility of Purchasing Services in consultation with the Director of Legal Services to determine if it is in the best interest of the Corporation to establish a formal written agreement with the Supplier.
- (e) When a formal written agreement is required, Purchasing Services shall also issue an internal Purchase Order for record and payment purposes.

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SUPPLIER PERFORMANCE

- 29. (a) The Department Representative shall monitor and document the performance of Suppliers providing Goods and/or Services to that Department and shall advise Purchasing Services in writing when the performance of a Supplier has been unsatisfactory.
- (b) The Region may, in its sole discretion, reject a Bid if a Supplier:
 - (i) has, at any time, threatened, commenced or engaged in legal claims or litigation against the Corporation;
 - (ii) is involved in a claim or litigation initiated by the Corporation;
 - (iii) previously provided Goods and/or Services to the Corporation in an unsatisfactory manner;
 - (iv) has failed to satisfy an outstanding debt to the Corporation;
 - (v) has a history of illegitimate, frivolous, unreasonable or invalid claims;
 - (vi) provides incomplete, unrepresentative or unsatisfactory references; or
 - (vii) has engaged in conduct that leads the Corporation to determine that it would not be in the Corporation’s best interests to accept the Bid.

COMPLAINT RESOLUTION

- 30. (a) The Corporation encourages competitive bidding and an open, accountable and transparent process for the Purchase of Goods and/or Services.
- (b) To maintain the integrity of the process, Suppliers who believe they have been treated unfairly shall submit a Substantive Objection to the Manager of Purchasing Services providing sufficient detail regarding the complaint.
- (c) The Manager of Purchasing Services will arrange a debriefing with the Supplier to explain the evaluation process that led to the selection of the successful Supplier.

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- (d) The Manager of Purchasing Services will investigate the complaint and will make a recommendation to the Commissioner of Corporate Services, CAO or Council, as appropriate.
- (e) To ensure that the complaint process is seen to be fair and impartial, elected officials shall not advocate on behalf of Suppliers who have submitted a Substantive Objection.

LOBBYING RESTRICTIONS

- 31. (a) Suppliers, their staff members, or anyone involved in preparing Bids shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the purchasing process or subsequent Award. This restriction extends to all of the Corporation's staff and members of Council.
- (b) The Corporation may reject any Bid by a Supplier that engages in such lobbying, without further consideration, and may terminate that Supplier's right to continue in the purchasing process.

ACCESS TO INFORMATION

- 32. The disclosure of information received relevant to Bid Solicitations or Awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including primarily the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

SURPLUS ASSETS

- 33. (a) Directors shall submit to Purchasing Services from time to time and upon request, a list of furniture, vehicles, equipment, stocks and other assets, which are obsolete, damaged or surplus to that Department's needs ("Surplus Assets").
- (b) All Surplus Assets shall first be offered to other Departments within the Corporation.
- (c) All Surplus Assets not required by any Department of the Corporation may then be offered to area municipalities, agencies and charitable organizations within the Niagara region prior to any public Disposal procedure.

SECTION GENERAL ADMINISTRATION	NAME OF POLICY PURCHASING POLICY – PROCUREMENT OF SUPPLIES AND SERVICES
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- (d) Purchasing Services shall have the authority to sell or dispose of all Surplus Assets, by sealed bid, public auction or any other public sale.
- (e) The Sale of Surplus Assets shall be made to the highest bidder and in accordance with the provisions of this By-law.
- (f) The respective Department shall be credited with the net proceeds, if any, from the Disposal of its Surplus Assets unless otherwise agreed.
- (g) Surplus Assets shall not be sold directly to an employee or to a member of Council, although this does not prohibit any employee or member of Council from purchasing Surplus Assets being sold through a public process.

COMPLIANCE

- 34. (a) All persons involved in the purchase of Goods and/or Services provided for in this By-law, shall act in a manner consistent with the requirements and objectives of this By-law.
- (b) Contracts may not be divided into two (2) or more parts to avoid the requirements of this By-law.
- (c) Any Goods and/or Services that are obtained in contravention of this By-law will be subject to investigation by the Corporation, following which the Corporation will take the necessary corrective action.
- (d) Any employee of the Corporation who knowingly contravenes this By-law is committing a serious act of misconduct and may be held personally liable for the full value of the purchase as well as disciplinary action up to and including termination.

ENVIRONMENTALLY SOUND ACQUISITIONS

- 35. Departments will endeavour to include specifications in Bid Solicitations that provide for energy efficient products, reusable products and products that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are competitively priced.

SECTION	NAME OF POLICY
GENERAL ADMINISTRATION	PURCHASING POLICY – PROCUREMENT OF SUPPLIES AND SERVICES

IN HOUSE BIDS

36. In House Bids may be used for the purchase of Goods and/or Services where:
- (a) external Suppliers have also been requested to submit Bids; and
 - (b) Council has approved a format for the development and submission of the In House Bids.

PROVIDING ASSISTANCE

37. The CAO has the authority, provided there is no adverse impact upon the operations of the Corporation, to lend, lease, rent or otherwise provide any vehicle, equipment or other goods owned by the Corporation to any federal, provincial or municipal body, ministry, agency, board, corporation or other public authority when such action is reasonably justified due to unforeseen conditions, and shall report such action to Council forthwith.

CONFLICT OF INTEREST

38. (a) Personal purchases shall not be made for any elected or appointed officials, members of a board or commission, or for Corporation officers, employees or their families.
- (b) An employee of the Corporation who has the responsibility for declaring Surplus Assets shall not bid on or personally obtain any goods that he or she has declared as surplus.
- (c) Every elected official, appointed officer, employee of the Corporation or member of an employee's family is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any Purchase Order or Contract is, or might be awarded, any rebate, gift or money, except:
- (i) gifts of a very small intrinsic value; or
 - (ii) moderate hospitality during the normal course of business that would not significantly exceed what the Corporation, through the employee's expense account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.

SECTION GENERAL ADMINISTRATION	NAME OF POLICY PURCHASING POLICY – PROCUREMENT OF SUPPLIES AND SERVICES
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- (d) All elected officials, officers or employees of the Corporation shall declare any Conflicts of Interest to the Treasurer and shall refrain from participating in a purchasing process where a real or perceived Conflict of Interest has been found or deemed to exist.
- (e) Suppliers shall not be allowed to submit a Bid for any Bid Solicitation in which the Supplier has participated in the preparation of the Bid Solicitation, and any such Bid submitted shall be disqualified.

SEVERABILITY

39. If any Section or Sections of this By-law or parts thereof are found by an adjudicator of competent jurisdiction to be invalid or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the By-law shall be deemed to be separate and independent therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

BY-LAW REVIEW

40. The Commissioner of Corporate Services shall review the effectiveness of this By-law at least every five (5) years and report to Council as necessary.

REPEAL

- 41. (a) By-law numbers 78-2006 and 30-2007 of the Regional Municipality of Niagara shall be repealed effective on the date this By-law comes into force.
- (b) Notwithstanding Subsection 41(a), By-law 78-2006 of the Regional Municipality of Niagara, as amended, shall continue to apply to all Bid Solicitations commenced before its repeal.

EFFECTIVE BY-LAW DATE

42. This By-law comes into force on June 19, 2009.

THE REGIONAL MUNICIPALITY OF NIAGARA
SCHEDULE "A" – EXCEPTIONS TO FORMAL PURCHASING PROCESS

The purchase of the items in Schedule "A" shall be made in accordance with Section 3 of this By-law.

1. Petty Cash items
2. Training and Education
 - (a) Conferences, conventions, courses and seminars
 - (b) Magazines, books, periodicals
 - (c) Memberships
3. Refundable Employees Expenses
 - (a) Advances
 - (b) Meal Allowances
 - (c) Travel and Entertainment
 - (d) Miscellaneous - Non-Travel
4. Employer's General Expenses
 - (a) Payroll Deductions Remittances
 - (b) Medical
 - (c) Licenses (Vehicle, Firearms, etc.)
 - (d) Debenture Payments
 - (e) Insurance Premiums
 - (f) Grants to Agencies
 - (g) Damage Claims
 - (h) Petty Cash Replenishment
 - (i) Tax Remittances
 - (j) Regional charges to and from other government bodies
 - (k) Sinking Fund Payments
 - (l) Payments for employment
 - (m) Postage
5. Professional and Special Services
 - (a) Committee Fees
 - (b) Medical and Laboratory Services
 - (c) Fees for professional legal or expert services
 - (d) Payments to Social Service and Health Agencies that are subject to Purchase of Service Agreements, such as child care providers.
 - (e) Medical and Dental fees
 - (f) Funeral and Burial expenses
 - (g) Appraiser Fees
 - (h) Witness fees
 - (i) Honorariums
 - (j) Work payments to Long Term Care Residents
 - (k) Advertising
 - (l) Vouchers for all expenses for Social Service Recipients

6. Ongoing maintenance and software licencing agreements for equipment such as computer hardware and software, telecommunications equipment, elevators, and HVAC equipment.
7. Bank Charges
8. Utilities (monthly charges)
 - (a) Water and Sewer
 - (b) Hydro
 - (c) Gas
 - (d) Communication Infrastructure Services such as Bell, Cogeco, Rogers, etc.
 - (e) Utility relocations

**THE REGIONAL MUNICIPALITY OF NIAGARA
SCHEDULE "B" – BID IRREGULARITIES**

RESPONSES FOR ADMINISTERING IRREGULARITIES CONTAINED IN BIDS

	<u>IRREGULARITY</u>	<u>RESPONSE</u>
1.	Late Bids	Automatic rejection. Returned unopened to the bidder.
2.	Unsealed Envelopes	Automatic rejection
3.	Insufficient Financial Security	
	A) No bid deposit, uncertified cheque , or financial security not an original (e.g. a photocopy or a facsimile of a financial security)	Automatic Rejection
	B) Amount of Financial Security is insufficient:	Automatic Rejection
	i. Amount of Security is expressed as a percentage of the total bid sum	Automatic rejection, unless in the opinion of Purchasing Services and Legal Services, the insufficiency in the financial security is de minimus (trivial or insignificant).
	ii. Amount of Security is expressed as a dollar figure	Automatic Rejection
	C) Name, or signature of Supplier, or bonding company are missing or incomplete	Automatic rejection
	D) Failure to provide a letter of agreement to bond (if required	Automatic rejection
4.	Bid Document – execution	
	A) Bids completed in erasable medium	Automatic rejection
	B) Signature of representative authorized to bind the Supplier missing or incomplete on the Bid Document	Two (2) working days * to correct, otherwise automatic rejection
	C) Form of Proposal missing or incomplete	Two (2) working days * to correct, otherwise automatic rejection
	D) Form of Tender missing or incomplete	Automatic rejection
	E) Signature of witness, if required, missing or incomplete	Two (2) working days * to correct, otherwise automatic rejection
	F) Date of Bid missing or incomplete	Two (2) working days * to correct, otherwise automatic rejection
5.	Incomplete, illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting (not initialed), or other minor errors.	Two (2) working days * to confirm Bid to the satisfaction of Purchasing Services
6.	Document, in which all necessary Addenda have not been acknowledged.	Two (2) working days* to confirm Bid to the satisfaction of Purchasing Services
7.	Failure to attend mandatory site visit (if required).	Automatic rejection

	IRREGULARITY	RESPONSE
8.	Bid received on documents other than those provided in the Bid Solicitation	Automatic rejection, unless allowed for in the Bid Solicitation.
9.	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.	Automatic rejection unless, in the opinion of Purchasing Services and Legal Services, the incomplete nature is trivial or insignificant.
10	Mathematical errors	Two (2) working days * to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.
11	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection
12	Bids containing minor obvious clerical errors.	Two (2) working days * to confirm Bid to the satisfaction of Purchasing Services.
13	Any other irregularities	The Director of Legal Services, or Designate, shall have authority to waive other irregularities or grant two (2) working days to initial such other irregularities considered to be minor.
*Where "working days" specified, this is from the hour the Bidder is notified by Corporation staff of the irregularity		

THE REGIONAL MUNICIPALITY OF NIAGARA
SCHEDULE “C” – PURCHASING AND EXECUTION AUTHORITY

Method Of Purchasing	Dollar Value	Purchasing Authority *	Document Execution Authority	Type Of Agreement With Supplier
Low Value (for routine purchases of low dollar value)	Up to \$10,000	Department Representative – any employee authorized by the CAO or Department Commissioner	Department Commissioner	Cash, purchase order or Purchasing Card
Informal Quotation (obtain, if possible, 3 written quotations for goods and services)	> \$10,000 to \$25,000	Department Commissioner or Designate	Department Commissioner	Purchase order or legally executed agreement
Formal Quotation (formal bid solicitation to obtain quotations from at least 3 suppliers)	> \$25,000 to \$100,000	Department Commissioner or Designate, and Commissioner of Corporate Services	Department Commissioner and Commissioner of Corporate Services	Purchase order or legally executed agreement
Request for Tender (for obtaining competitive bids based on precisely defined requirements)	> \$100,000 to \$5 million	Department Commissioner and Commissioner of Corporate Services and CAO	>\$100,000 to \$1,000,000 – CAO	Purchase order or legally executed agreement
			> \$1,000,000 - Regional Chair and Regional Clerk	
	> \$5 million	Council		
Request for Proposal (for obtaining unique proposals designed to address a complex problem or need for which there is no clear or single solution)	> \$10,000 to \$25,000	Department Commissioner or Designate.	Department Commissioner	Purchase order or legally executed agreement
	> \$25,000 to \$100,000	Department Commissioner (or Designate) and Commissioner of Corporate Services	Department Commissioner and Commissioner of Corporate Services	
	> \$100,000 to \$1,000,000	Department Commissioner and Commissioner of Corporate Services and CAO	CAO	
	> \$1,000,000	Council	Regional Clerk and Regional Chair	

THE REGIONAL MUNICIPALITY OF NIAGARA
SCHEDULE "C" – PURCHASING AND EXECUTION AUTHORITY (continued)

Method Of Purchasing	Dollar Value	Purchasing Authority *	Document Execution Authority	Type Of Agreement With Supplier
Special Circumstance (for purchase of goods or services necessary to respond to an emergency)	> \$10,000 to \$100,000	Department Commissioner and Commissioner of Corporate Services	Department Commissioner OR Department Commissioner and Commissioner of Corporate Services	Cash, purchase order, Purchasing Card or legally executed agreement
	> \$100,000 to \$500,000	Department Commissioner and Commissioner of Corporate Services and CAO	CAO	
	>\$500,000 to \$2 million	Regional Chair	Regional Clerk and Regional Chair	
	> \$2 million	Council	Regional Clerk and Regional Chair	
Single Source (for purchase of goods or services from a particular supplier, rather than through a bid solicitation)	> \$10,000 to \$25,000	Department Commissioner	Department Commissioner	Purchase order or legally executed agreement
	> \$25,000 to \$100,000	Department Commissioner and Commissioner of Corporate Services	Department Commissioner and Commissioner of Corporate Services	
	> \$100,000 to \$1,000,000	Department Commissioner and Commissioner of Corporate Services and CAO	CAO	
	> \$1,000,000	Council	Regional Clerk and Regional Chair	

THE REGIONAL MUNICIPALITY OF NIAGARA
PURCHASING BY-LAWSCHEDULE “C” – PURCHASING AND EXECUTION AUTHORITY (continued)

Method Of Purchasing	Dollar Value	Purchasing Authority *	Document Execution Authority	Type Of Agreement With Supplier
Negotiation (negotiation for purchase of goods or services from a particular supplier, rather than through a bid solicitation)	> \$10,000 to \$25,000	Department Commissioner	Department Commissioner	Purchase order or legally executed agreement
	> \$25,000 to \$100,000	Department Commissioner and Commissioner of Corporate Services	Department Commissioner and Commissioner of Corporate Services	
	> \$100,000 to \$1,000,000	Department Commissioner and Commissioner of Corporate Services and CAO	CAO	
	> \$1,000,000	Council	Regional Clerk and Regional Chair	

* “Purchasing Authority” means those positions listed, and includes any position which is higher in the Corporation’s reporting structure.

PURCHASING BY-LAW

SCHEDULE "D" – TEMPORARY PURCHASING AND EXECUTION AUTHORITY FOR PUBLIC WORKS DEPARTMENT

Method Of Purchasing	Dollar Value	Purchasing Authority*	Document Execution Authority	Type Of Agreement With Supplier
Low Value (for routine purchases of low dollar value)	Up to \$10,000	Department Representative – any employee authorized by the CAO or Department Commissioner	Department Director	Cash, purchase order or Purchasing Card
Informal Quotation (obtain, if possible, 3 written quotations for goods and services)	> \$10,000 to \$25,000	Department Manager	Department Director	Purchase order or legally executed agreement
Formal Quotation (formal bid solicitation to obtain quotations from at least 3 suppliers)	> \$25,000 to \$100,000	Department Associate Director or Designate	Department Commissioner	Purchase order or legally executed agreement
Request for Tender	> \$100,000 to \$250,000	Department Director or Designate	Department Commissioner	Purchase order or legally executed agreement
	> \$250,000 to \$1 million	Department Commissioner or Designate, and Purchasing Manager	CAO	
	> \$1 million to \$5 million	Department Commissioner or Designate, and the Treasurer or CAO	CAO	
	> \$5 million	Council	Regional Clerk and Regional Chair	

PURCHASING BY-LAW

SCHEDULE “D” – TEMPORARY PURCHASING AND EXECUTION AUTHORITY FOR PUBLIC WORKS DEPARTMENT

Method Of Purchasing	Dollar Value	Purchasing Authority*	Document Execution Authority	Type Of Agreement With Supplier
Request for Proposal	> \$10,000 to \$25,000	Department Manager	Department Director	Purchase order or legally executed agreement
	> \$25,000 to \$100,000	Department Associate Director or Designate	Department Commissioner	
	> \$100,000 to \$250,000	Department Director or Designate	Department Commissioner	
	> \$250,000 to \$1 million	Department Commissioner or Designate, and Purchasing Manager	CAO	
	> \$1 million to \$5 million	Department Commissioner or Designate, and Treasurer or CAO	CAO	
	> \$5 million	Council	Regional Clerk and Regional Chair	
Special Circumstance, Single Source and Negotiation	> \$10,000 to \$25,000	Department Associate Director or Designate	Department Director	Purchase Order or legally executed agreement
	> \$25,000 to \$50,000	Department Director or Designate	Department Commissioner	
	>\$50,000 to \$100,000	Department Commissioner or Designate	Department Commissioner	
	> \$100,000 to \$250,000	Department Commissioner or Designate and Treasurer or CAO	Department Commissioner and Treasurer	
	>\$250,000 to \$1,000,000	Department Commissioner or Designate, and Commissioner of Corporate Services	Department Commissioner and Commissioner of Corporate Services	
	>\$1,000,000	Council	Regional Clerk and Regional Chair	

* “Purchasing Authority” means those positions listed, and includes any position which is higher in the Corporation’s reporting structure.

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