

CORPORATION OF THE VILLAGE OF COBDEN

BY-LAW # 1994-9

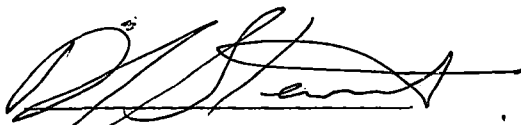
Being a by-law to establish a policy in respect with purchasing and tendering practices for the Corporation of the Village of Cobden.

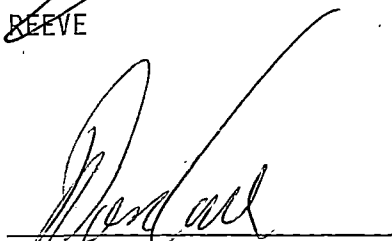
Whereas, it is deemed expedient to adopt a policy in respect with purchasing and tendering practices to ensure that the highest quality of goods and services are obtained at the lowest possible price.

Now Therefore, The Municipal Council of the Village of Cobden enacts as follows:

1. All purchases or contracts for all goods and services required by the Municipality shall be subject to the terms and conditions as set out in Schedule "A" hereto attached and forming part of this by-law.
2. All tendering practices for the purchase or contracts for all goods and services required by the Municipality shall be subject to the terms and conditions as set out in Schedule "A" to this by-law.
3. This by-law cancels and supersedes ¹⁵⁷ By-law 1986-2 and shall come into force on the day of its adoption.

Read a First, Second and Duly Passed Upon the Third Reading This ¹³ Day
of June 1994.


REEVE


Clerk-Treasurer

CORPORATION OF THE VILLAGE OF COBDEN

This is Schedule "A"
To By-law Number 1994-9

1. The purchaser (Department Head) may purchase or contract for all goods and services required by his or her department, subject to the following terms and conditions:
 - 1) on purchases not exceeding \$1500.00 employee must get three verbal quotations
 - ii) on purchases exceeding \$1500.00 employee must invite three written quotations from at least three (3) known suppliers

2. Purchasing Cycle

The normal purchasing cycle begins with the requisition for goods or services and ends with payment to the supplying vendor. Between these two (2) points certain accepted practices should be followed. The following are the basic elements involved in the cycle.

i) Soliciting

a) Informal

When purchasing items of a value of \$1500.00 or less, quotations are not necessary but prices should be sought from the most convenient source. Although the process is conducted informally, the purchaser still has the responsibility to seek the best possible price.

b) Written Quotations

When written quotations are needed, the purchaser contacts the required number of suppliers and asks them to submit in writing, their quotations for the particular item being purchased. Their quotations should include the price, all terms and conditions, delivery date and transportation charges. All quotations must be submitted in sealed envelopes and opened at the same predetermined time. Under no circumstances should an order be split into two or more smaller orders to avoid written quotations.

2. ii) Ordering

When the purchaser (Department Head) has obtained the best possible price either by written quotations or informally, the purchaser shall prepare a purchase order. Before the purchase takes place, the purchaser shall submit the first copy of the purchase order to the supplier. The second copy shall be retained by the purchaser, the third copy be attached to the invoice, once received and the last copy shall be submitted to the administration office, which will be filed in numerical order.

3. Tendering Procedure

- a) A tender has to be advertised at least once in a local newspaper, received in sealed envelopes within the specified time and opened in public at the advertised time.

Schedule "A"
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3. Tendering Procedure (cont'd)

- b) The following purchases or contracts shall be awarded by public tenders:
- construction and major renovations of buildings
 - contracts for the installation of water, sanitary sewers and storm sewers
 - purchase of large equipment (eg. truck, tractor, etc.)
 - major road construction or reconstruction unless these works are done by the Village
 - contracts, such as the garbage collection contract, gasoline, diesel oil and furnace oil supplier, etc.
 - appointment of specialized contractors, such as plumbers, electricians, and others; from which the municipality requires services.
- c) Once a tender has been received and opened in the public, the purchase or contract shall only be awarded by By-law of Council or in some other manner as Council may direct.

4. Local Suppliers

The order or contract for the purchase of all goods and services shall be awarded to the supplier that gave the best overall terms, consistent with the required quality. Considering that local enterprises, industries, businesses and contractors pay taxes to the Village of Cobden, special consideration will be given to these local suppliers:

a) Tender Consideration to Local Suppliers:

1. Supplier, equipment and services

- 5% on all orders of \$1,500.00 and less than \$3,000.00
- 4% on all orders of \$3,000.00 and less than \$5,000.00
- 3% on all orders of \$5,000.00 or more.

2. Contracts

- 2% for all contracts of \$50,000.00 or less
- 1% for all contracts of \$50,000.00 or over

- b) To benefit from the tender consideration mentioned in subsection a), a local supplier must have a place of business within the boundaries of the Village of Cobden and pay a business tax to the municipality.
- c) In the eventuality that none of the local suppliers obtains the lowest bid after considering the tender consideration in part a) hereof, the contract or purchase shall be made in the following manner:

The tender consideration in part a) hereof shall be applied to the price quoted by suppliers whose place of business is located outside of the Village of Cobden in the following order:

- 1 - firms from the County of Renfrew
- 2 - Ontario firms
- 3 - Canadian firms
- 4 - firms having a Canadian representation
- 5 - as a last recourse, firms from outside of Canada.

5. Exceptions

- a) In emergency situations, such as to repair broken water or sewer lines, emergency repairs on equipment immediately, but the Department Head shall fill out a requisition form and issue a purchase order as soon as possible.
 - b) The Department Head may carry out purchases of items or services of \$500.00 or less without authorization from the Clerk-Treasurer, but he must follow the following procedures:
 - prepare a purchase order and sign it himself
 - make sure that he obtains the best price
 - distribute the copies of the purchase order as described in Section 2 (ii).
 - c) Items which are not included in the annual budget must receive prior approval of the Municipal Council who will decide on the purchasing procedure to be followed.
6. In special situations when the above mentioned policy cannot be followed, the Clerk-Treasurer shall be responsible to direct the method to be followed for the purchase or contract for goods and services.
7. This purchasing and tendering practice policy applies to all the Departments of the Village of Cobden.