Municipality of Beaurivage

POLICY ON THE PURCHASE OR SALE OF GOODS OR SERVICES

Purchase of goods or services

Purpose of the policy

The municipality, being responsible for managing public funds, wants to ensure that uniform rules apply to the purchase or sale of goods and services for the purposes of the services it provides, while obtaining the best possible quality/price ratio. The objective of this policy is therefore to establish standards to be followed by staff, while complying with the laws in force concerning public procurement, which will always take precedence over this policy.

This policy came into effect on the day it was adopted.

In this policy, the masculine gender is used without discrimination and for the purpose of simplifying the text.

For the purposes of interpreting this policy, any word written in the singular includes the plural and vice versa; the masculine gender includes the feminine gender and vice versa.

ADOPTED ON _____

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Arnold Vautour, Mayor

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Mélanie Savoie, General Manager/Clerk

DEFINITIONS

In this policy:

"tender documents" means the documents, work plans, estimates, or other materials explaining the municipality's purchasing needs and provided to suppliers interested in bidding:

"bid documents" means all documents, plans, proof of membership, or other documents duly completed and submitted to the municipality by a bidder:

"local supplier" means a business that has its head office or conducts most of its business within or near the municipality:

"surplus item" means a usable item belonging to the municipality that it no longer uses and that is intended for sale:

"Act" means the Public Purchasing Act and any regulations made under it as adopted by the Province of New Brunswick:

"Municipality" means the Town of Beaurivage.

BASE CRITERIA

1. The General Manager may approve expenditures already included in the budget as well as emergency maintenance expenditures of up to $10,000; however, he must ensure that the approval of expenditures does not result in a department exceeding its budget:
2. Jusqu'à concurrence de 10 000 $, la municipalité peut, à sa discrétion, accorder la préférence aux fournisseurs locaux :
3. When the total amount of a contract is estimated at more than $10,000, the municipality must invite a minimum of three companies to submit a price proposal for the purchase of goods and services. However, if the expenditure is for the continuation of an existing service, a project already underway, or consulting services, the municipality (council or senior management) may choose not to comply with this clause at its own discretion:

4. When the purchase or sale requires specific specifications regarding the municipality's needs, the chief administrative officer may hire a professional third party to develop the documents relating to the call for tenders or the provision.

TENDER PROCEDURES

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1. When the total purchase amount is equal to or exceeds the amounts established by the province for public tenders, the general manager takes steps to issue a call for tenders in accordance with the council's directives on the municipality's needs:

2. A tender document must contain the following information:

    a. Detailed quotes, terms, conditions, and mandatory requirements regarding the purchase:
    b. Requirements for submitting tender documents:
    c. The contact person for inquiries, clarifications, etc.; and
    d. Any other relevant information.

3. The municipality will ensure that all bidders receive the same sufficient information to bid, and if changes are made to the bid, an addendum or change order for each change will be sent to all bidders who received information about the bid:

4. Calls for tenders made by public announcement shall be open for a period of at least seventeen (17) calendar days from the date on which the call for tenders was launched until the closing date inclusive:

5. Bid documents must be signed and received by the municipality before the bid deadline. They may be delivered by hand, fax, email, mail, or priority delivery, at the bidder's discretion:

6. The municipality will ensure that bid documents are dated and time-stamped upon receipt and initialed by the employee who received them. The confidentiality of the documents will be preserved by keeping them in a locked and secure location until the day of the bid opening:

7. Any person who has submitted bid documents may modify or withdraw their bid in writing before the deadline specified in the bid notice. After this time, modifications or withdrawals will be refused:

8. Bids will be opened immediately after the tender deadline by the general manager or his delegate. The names of the bidders and the total amount submitted for the proposed purchase will be the only information disclosed:

9. When the proposed service purchase involves a profession exempt from the procedures of the Public Procurement Act, the municipality may hire without going through the bidding process.

PROCEDURES FOR THE SALE OF GOODS OR SERVICES

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1. When the municipality wishes to sell surplus items, it will proceed as follows:

    a. The General Manager will take steps to issue a call for tenders for the sale:

        i. If the surplus item has a market value of more than $1,000, the board must declare the item in question as surplus before disposing of it.

        ii. If the surplus item has a market value of less than $1,000, management may proceed with the disposal of the surplus item.

2. A sales tender document must contain the following information:

    a. Detailed estimates, terms, conditions, and mandatory requirements concerning the purchase:

    b. Requirements for the delivery of bid documents:

    c. The contact person for inquiries, clarifications, etc.; and

    d. Any other relevant information.

3. The municipality will ensure that all bidders receive the same sufficient information to bid, and if changes are made to the bid, an addendum or change order for each change will be sent to all bidders who received information about the bid:

4. Calls for tenders made by public announcement shall be open for a period of at least seventeen (17) calendar days from the date on which the call for tenders was launched until the closing date inclusive:

5. Bid documents must be signed and received by the municipality before the bid deadline. They may be delivered by hand, fax, email, mail, or priority delivery, at the bidder's discretion:

6. The municipality will ensure that bid documents are stamped with the date and time of receipt and initialed by the employee who reviewed them. The confidentiality of the documents will be preserved by keeping them in a secure location until the day of the bid opening:

7. Any person who has submitted bid documents may modify or withdraw their bid in writing before the deadline specified in the bid notice. After this time, modifications or withdrawals will be refused:

8. Bids will be opened immediately after the deadline for the call for tenders by the general manager or his delegate. The names of the bidders and the total amount submitted for the proposed purchase will be the only information disclosed:

9. If the municipality does not receive any bids, the chief executive officer may make the final decision.

10. When surplus items are sold, the general manager will report to the board with a list of surplus items sold, the names of the buyers, and the amounts received for the sale of the surplus items.

ADOPTED ON_____