

THE RURAL MUNICIPALITY OF PINEY

“Purchasing Policy”

Subject: **Purchasing Policy**

Effective Date: **February 27, 2019**

Replaces Policy: **October 16, 2013**

Resolution No.: **52** **Resolution Date:** **February 26, 2019**

A. PURPOSE:

The purpose of this policy is to provide for the requisition of all services, supplies, materials, and equipment for the Rural Municipality of Piney.

B. PURCHASES FOR THE RURAL MUNICIPALITY OF PINEY:

Expenditures must be signed by the Chief Administrative Officer and the Head of Department. The Reeve may authorize expenditures in the case of an emergency.

The Public Works Supervisor may authorize Transportation Services and Environmental Health Services expenditures under \$5,000.00 and listed in the Financial Plan.

The RM Fire Chief may authorize Protective Services expenditures under \$1,000 and listed in the Financial Plan.

Any purchases over \$5,000.00 and included in the annual Financial Plan must be submitted to Council for approval by resolution.

C. EXEMPTIONS FROM RESOLUTION OF COUNCIL IF OVER \$5,000.00:

The following purchases shall be exempt from the resolution of Council of the Municipality of Piney:

- education levy payments
- intermunicipal obligations
- municipal aid expenditures
- specific levies outlined in the annual financial plan, and
- Municipality Statutory levies
- Capital Purchases listed in the Financial Plan and a unit price under \$10,000.00
- Regular infrastructure maintenance listed in the Financial Plan and invoice cost under \$10,000.00

D. PURCHASES OF GOODS OR SERVICES:

- i) Purchases under \$5,000.00

These purchases may be made at the discretion of the CAO. The CAO may get three (3) price quotes if desired.

- ii) Purchases of goods or services between \$5,000.00 and \$50,000.00.

All purchases in excess of \$5,000.00 must have at least three (3) price quotes, except in the case of repairs on equipment or specialized items where three suppliers are not available. The tender process may be used where circumstances dictate. Tender results will be posted in the Municipal Office for minimum of 14 days after opening.

E. PURCHASES OF GOODS OR SERVICES OVER \$50,000.00:

In priority sequence, purchases of good or services over \$50,000.00 will use the tender process, request for proposal (RFP) or quotation. Only when it is impractical to tender or RFP, will three (3) quotations be obtained.

The CAO shall be responsible for forecasting and including major purchases within the financial plan and initiating the tender process. In cases of large public works capital projects, tenders may be initiated by our Engineering firm under the direction of the Chief Administrative Officer.

An evaluation process may include criteria such as qualifications, technical proposal including methodology, prior business with the municipality, and cost.

Invitations to bid may be advertised. Where circumstances permit selective bidding, a short list of suppliers will be provided.

i) TENDER OPENINGS:

Tenders shall be opened publicly. NOTE: Tender submissions that do not meet the terms, conditions, and specifications in accordance with the tender documents are to be rejected; unless the deviation is minor in nature (i.e. an obvious typographical error, etc.)

Tender submissions that are received after the advertised deadline, are to be returned unopened to the originator.

ii) AWARDING THE TENDER:

Tenders shall be awarded as specified in the tender documentation. Tenders, RFPs or quotations for purchases of goods or services over \$50,000.00 shall be awarded by resolution of Council.

With the awarding of the Tender, the municipality shall enter into an Agreement with the successful bidder. Agreements for services exceeding One (1) year shall be adopted by resolution of Council in accordance with the Manitoba Municipal Act.

The original bids, letters of award, and associated documentation are to be filed in the Rural Municipality of Piney Municipal Offices. No information other than the price total stated in the tenders will be provided.

F. CREDIT CARDS:

Credit Cards may be issued to the Chief Administrative Officer and Public Works Supervisor to a maximum credit amount of \$5,000.00. The following conditions apply to credit card purchases:

1. To charge registration for conventions and meetings approved by resolution of Council;
2. To charge accommodation and meal costs to attend conventions and meetings approved by resolution of Council;
3. To charge RM Relations expenditures, as included in the annual Financial Plan;
4. To charge items under \$5,000.00 and included in the annual Financial Plan;
5. To charge items over \$5,000.00 within the term previously outlined under Section C contained therein;

G. CARDLOCK CARDS:

Cardlock Cards are to be considered similar to Credit Cards. They may be issued to the District Fire Chief (DC) and the Public Works Supervisor to a maximum credit limit of \$1,500.00. The following conditions apply to cardlock purchases:

1. Shall only be used to purchase from the gas bar, bulk fuels & bulk propane;
2. The DC is responsible for all purchases made by cardlock account;
3. Every purchase must have a signed receipt & notation of Station number;
4. Every receipt must be scanned and emailed or faxed to the RM Office within 72 hours of the purchase for account record;

H. PURCHASE ORDERS:

Whenever possible, RM of Piney shall use Purchase Orders.

Purchase Orders should include the following information:

- name and address of supplier;
- terms of sale;
- detailed description of item/service being purchased;
- price of item/service being purchased;
- authorized signature of CAO or Department Head;