



Rural Municipality of Rosthern No. 403

PURCHASING POLICY

Approval - _____

1. POLICY

1.01 The RM of Rosthern shall establish a Purchasing Policy.

2. PURPOSE

2.01 The purpose of this policy is to establish the procedures and guidelines for purchasing for the RM of Rosthern. Purchasing shall be conducted in a manner that:

- Promotes open and fair competition
- Upholds ethical standards expected from the municipality
- Complies with all legislation and applicable trade agreements

3. SCOPE

3.01 This Policy applies to all RM of Rosthern purchasing.

4. RESPONSIBILITY

4.01 The RM of Rosthern Council is responsible for establishing the levels of authorization with regards to municipal purchasing.

4.02 The RM of Rosthern staff are all responsible for procuring goods and services in a manner that is consistent with the goals and objectives of the municipality.

5. PROCEDURE

General

5.01 That whenever possible items should be purchased locally.

5.02 That the values within this policy exclude applicable taxes and shipping.

5.03 No single purchase shall be divided in-order to avoid any restrictions in this policy.

5.04 The RM shall endeavor to ensure that as many suppliers as practical are given the opportunity to provide a quote with respect to RM purchases, and shall attempt to obtain a minimum of three quotes. Wherever possible, managers should avoid specifying exclusive products and should provide equivalents and/or approved alternates in an effort to increase competition.



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- 5.05 The RM reserves the right to not consider suppliers/contractors whose past performance has been unsatisfactory.
- 5.06 Where in the opinion of the RM, no competitive supply market exists, the Managers may employ whatever value analysis and negotiation methods they deem appropriate to obtain acceptable products at the lowest possible price, provided such methods are consistent with the overall intent of this policy.
- 5.07 Where in the opinion of the RM, bids, quotes or tenders are equal, the successful bidder shall be determined by departmental preference.
- 5.08 Any tender or bid may be withdrawn by the bidder prior to the close of tenders or bids.
- 5.09 When the RM of Rosthern decides to purchase goods, services or works from outside it shall do so through competitive bidding practices including but not limited to:
 - a) Written, email or Facsimile quotations must be obtained when the value of the purchase is expected to exceed \$ 5,000.
 - b) Requests for Proposals (RFPs) may be used for the procurement of goods, services and works when, in the opinion of the RM, the above competitive bidding practices are not practical or advantageous to the RM.

Pre-Approval

- 5.10 All expenditures made by the RM must be approved prior to the purchase in one of the following manners:
 - a) Budgeted; or
 - b) Approved by Resolution of Council which will identify the source of funding; or
 - c) Approved under a declaration of a Local State of Emergency

Authorizations

- 5.11 That the following be authorized:
 - a) Administrator is authorized to make purchases up to \$ 1,000
 - b) Senior Public Works staff are authorized to make purchases up to \$ 1,000
 - c) Permanent Office Staff are authorized to make purchases up to \$ 1,000.
- 5.12 That **Emergency Operational Purchase** (5.13) be defined as any purchase made by any department that is required in order to continue operations, and is typically needed on short notice for repairs resulting from plant or equipment failure.