

Mackenzie Regional Waste Management Commission

TITLE: Purchasing Policy
POLICY NO: 23-05
RESCINDS: N/A

Policy Objective: To ensure financial due diligence on behalf of the Commission for expenditures arising from the contracting of professional services requested by the Commission. To ensure that all professional services provided to the Commission are governed by legally and financially sound principles and procedures, and that any and all qualified parties wishing to participate in the tendering of contracts are given fair and equitable opportunity.

Policy Statement:

All major purchases and services of any and all kinds of a value exceeding Twenty Thousand (\$20,000.00) Dollars will require formal contract tenders.

Any goods or services of a value between Two Thousand Five Hundred (\$2,500.00) Dollars and Twenty Thousand (\$20,000.00) Dollars will be submitted to a minimum of three specified suppliers who will be required to submit written quotes.

Any goods or services of a value between One Thousand (\$1,000.00) Dollars and Two Thousand and Five Hundred (\$2,500.00) Dollars will be required and verbal quotations will be accepted only from specified suppliers.

Background:

The Commission has in practice, adopted the purchasing policy of the Managing Municipality.

Responsibilities and Authorities:

The Commission Manager, or a consultant designated by the Commission Manager, shall prepare all tender documents for goods and services that exceed the sum of Twenty Thousand (\$20,000.00) Dollars.

The Commission Manager shall advertise the tender document immediately in any publication that is circulated on a regular basis to appropriately qualified parties. The tender shall be advertised a minimum of fourteen (14) days except in an emergency situation.

The Commission Manager shall open tender documents immediately after 16:00 hours on the day of the closing date. The tenders shall be considered public business and all interested parties shall be allowed to attend.

Any purchase falling within Commission must be advertised as per Commission regulations.

Following the close and public opening of tenders, the Commission or their designate shall check the successful bid for conformity to bidding requirements.

Where an engineer or consultant is involved, the Commission or their designate will direct the three lowest tender documents back to the engineer/consultant in order that they may check their uniformity to bidding requirements.

Copies of the Contract Agreement shall be forwarded to the Commission or designate for signatures and processing.

All contracts for construction projects shall be processed through the progress billing procedure.

The Commission Manager shall authorize all expenditures in an approval contract, including the contingency amount.

The Commission Manager shall approve all progress payments for capital projects, and progress billing Certificate forms must be used for submission of progress billing.

Change Orders may be initiated and signed by a designated Commission representative provided they are within the contract-tendered amount; they directly affect the project, and are within the Commission Manager's signing Commission. Change Orders which alter the scope of the initially approved project or which will result in contract cost overruns must be approved by the Commission.

Upon receipt of the Progress Billing Certificate, properly completed and showing the project within the budget, the Commission Manager shall cause a cheque to be issued within the terms of the contract.

The Commission Manager or their designate shall specify suppliers and request written competitive quotations for the provisions of goods and services of a value between Two Thousand Five Hundred (\$2,500.00) Dollars and Twenty Thousand (\$20,000.00) Dollars. Written quotes will not be opened publicly nor will be required to be submitted in seal envelopes or opened at any specific time. Bidder lists and prices will be available to the public.

The Commission Manager or their designate shall specify suppliers and obtain telephone quotes for goods and services of a value between One Thousand (\$1,000.00) Dollars and Two Thousand Five Hundred (\$2,500.00) Dollars. Requests for goods and services that fall in this category shall not require written quotations.

	DATE	RESOLUTION NO.
Approved	October 22, 2005	67-05
Amended		
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