

GENERAL PURCHASING POLICY

Type	POLICY	Policy No.	POL-2303
Title	General Purchasing Policy		
Author	Joseph Chirkoff Financial Officer	Reviewed By:	Ross Blackwell Chief Administrative Officer
Date	November 15, 2023	Version	11
Issued for	November 21, 2023		

Purpose

The purpose of the General Purchasing Policy (GPP) is to establish the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition of goods and services at the Municipality of the Village of Lions Bay (the Village).

Objectives

The objective of the policy is to provide guidelines that will result in purchasing processes that:

- provide guidelines for the procurement of all goods and services.
- defines roles, responsibilities, and authority levels.
- obtain the best value for all funds expended.
- promote fairness, integrity, accountability and transparency throughout the procurement process.
- leverage limited public resources to achieve strategic and social outcomes that best serve the community.

Roles and Responsibilities

1. **The Financial Officer (FO) holds the statutory responsibility and accountability for the acquisition of goods as well as protection and disposal of assets. The Financial Officer is responsible for the administration of the General Purchasing Policy and to employ such**



practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of purchasing management services.

2. Purchasing and supply management activities for the Village are decentralized by department, and each departmental head is responsible for acquiring goods, equipment, services and construction for all operational and capital expenditures requirements as authorized in the annual departmental budget.
3. All Village staff, including the FO and Managers, will comply with the guidelines of this General Purchasing Policy.

Commitment, Spending and Signing Authority

4. All employees delegated authority to make purchases will abide by the guidelines and established purchasing limitations set out in Appendix A – Spending, Commitment and Signing Authority matrix. Dividing a single purchase into two or more purchases or payments to circumvent policies, limits or signing authority level is prohibited.
5. Persons with Spending, Commitment and Signing Authority as outlined in Appendix B – Signing Authority – Purchasing Limitation, have the following responsibilities:
 - a) ensure that funds have been provided in the approved budget for the proposed expenditures and that the purchase will not result in a budgetary overage.
 - b) ensure that the Village can meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation.
 - c) ensure that any contract complies with WorkSafeBC legislation, labour legislation, employee collective agreements, tax legislation, all trade agreements and other legislative and regulatory requirements.
 - d) ensure that the appropriate level of approval has been obtained for the purchase.
6. All employees issued a purchase card will comply with Purchase Card Policy (PCP).

7. Corporate Seal

The FO designated by Bylaw is authorized to affix the corporate name and seal of the Village on all deeds, transfers, mortgages, instruments or documents required to be in writing for



which the Village is a party, provided the expenditure has been authorized in the current Five Year Financial Plan.

8. Standards of Conduct

Employees will conduct themselves in a manner that a reasonable and informed third party would conclude as being appropriate when expending Village funds.

Where an employee has been privy to confidential or sensitive information, it is their responsibility to ensure that it remains so. Such information must not be used for any personal gain or advantage. Information given in the course of an employee's professional activity should be forthright and not intended to mislead or deceive others.

Employees shall maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects the interests and reputation of the Village. Employees should not use their position to garner personal favours or advantage.

9. Conflict of Interest

Employees who supervise or work on specific projects as part of their regular duties, may not in any way participate in tendering or bidding on contract work relating to those projects, nor shall they participate as an employee of a third party or provider of goods or services to a third party that is successful in the award of the contract work.

10. Gifts and Gratuities

Village employees are expressly prohibited from soliciting or accepting any rebate, gift of gratuity (excepting minor mementos of no value) from any person or firm to which any contract or purchase order may be awarded.

11. Social, Environmental and Economic Sustainability

The Village considers the environmental, social and economic sustainability value of the goods and services being purchased, with the intent to shift spending away from goods and



services that negatively impact the environment and society towards products and services that are more environmentally sound, socially beneficial and economically sustainable.

Recognizing its role as a major purchaser of goods and services, the Village will seek opportunities to encourage environmental and socially preferable products where possible. The Village will practice economic sustainability by evaluating life cycle costs when evaluating projects.

It is the Village's practice to include sustainability guidelines as value added evaluation criteria in procurement documents where practical. The evaluation criteria used will be tailored to the specific competition; however, more points may be awarded for activities that have a greater impact on social, environmental and economic sustainability.

The value-added evaluation criteria used will be tailored to the specific competition; and will be clearly stated in the procurement documents.

Social, environmental and economic sustainability achieved through Village purchasing practices will be reported annually in the Annual Report.

Purchasing Process

12. Petty Cash

Local purchases under \$50 may be made from the departmental petty cash, verification and submission of receipt required.

13. Purchase Card

The Village's purchasing card program is guided by both the Purchase Card Policy and this GPP. Purchase cards are encouraged where possible for transactions up to \$1,500. Receipts must be obtained, coded, authorized and submitted for processing within one working day.

14. Purchase Order (PO)

A purchase order is a legally binding document between a supplier and a buyer detailing the item(s) and quantities to be purchased and the agreed price. Purchases over \$500 require



that a purchase order be issued to the supplier prior to the sale transaction, unless the purchase has been made by purchase card, pre-approved supplier, or duly authorized contract or agreement. Purchase orders are retained by the issuing department and matched to the invoice upon receipt. Purchase orders over the issuing persons purchase limit must be authorized in accordance with APPENDIX B, SIGNING AUTHORITY-PURCHASING LIMITATION.

15. Written Agreements

A written agreement or contract between a supplier and the Village is required in each of the following circumstances:

- a) If requested by a supplier.
- b) For all Tender awards that are greater than \$75,000.
- c) For Proposal (RFP) awards that are greater than \$75,000.
- d) For all purchases and awards that are complex, and it is prudent to capture all specifications such as conditions, warranties, or indemnities, clearly and concisely for the benefit of the supplier and the Village.
- e) For all professional service agreements.
- f) If a written agreement is not required, a purchase order must be issued.

Construction, service or purchase of goods shall not proceed until a duly authorized written agreement is in place.

16. Invoice Approvals

Invoices are to be authorized at the departmental level and shall be forwarded to the finance department as expeditiously as possible, with the PO, receipt, contract or other supporting documentation as required by this GPP. The departmental authorization includes completing the following processes:

- a) Confirmation that the goods or services have been received.
- b) Confirmation that the contract price and quantities are accurate.
- c) Follow up with the vendor if there are any discrepancies.
- d) The correct account code is on the invoice.
- e) All signing authorities are in place.

Competitions

17. Trade Agreements

British Columbia is a party to the Agreement on Internal Trade (AIT), a trade agreement amongst all provinces, two territories and the federal government. To address any shortcomings of the AIT, the government of British Columbia and Alberta created the Trade, Investment and Labour Mobility Agreement (TILMA), and later, the governments of British Columbia, Alberta, Saskatchewan, and Manitoba signed the New West Partnership Trade Agreement (NWPTA).

TILMA and NWPTA require that government and public entities remove impediments across all economic sectors. Specifically, both TILMA and NWPTA obligates public entities to ensure there are:

- a) No obstacles – government standards and regulations cannot restrict or impair trade, investment or labour mobility between the provinces.
- b) Non-discrimination – there will be no preferential treatment of a province's people, investments and goods, except for justified actual cost-of-service differences.
- c) Suppliers cannot be discriminated against based on their geographic location. Where service is a factor, the required service levels must be defined in the tender documents and be considered as part of the tender award process.

The procurement rules of TILMA and NWPTA apply to the municipal government sector where the anticipated costs are at or above the following thresholds:

- a) Goods or Services of **\$75,000 or greater.**
- b) Construction of **\$200,000 or greater.**

Procurement notices shall be posted through the [BC Bid](#) website and the tender documents must:

- a) Clearly state the requirement of the procurement.
- b) Identify measurable criteria that will be used in the evaluation of bids (including the weighting of each criteria).
- c) Provide relevant information to assist suppliers in completing and submitting their bids.

TILMA and NWPTA applies to most purchasing, but there are certain exceptions, including but not limited to:

- a) Health and social services.
- b) Lawyer and notary services.
- c) Emergency situations.
 - Management shall have authority to bypass policy and procedures in the event of an emergency such as a natural disaster or a labour dispute, or where the cost or delay to the Municipality would be prohibitive. However, staff must record all purchases made during emergency situations.
- d) Sole-supplier situations, when it can be demonstrated that only one supplier provides the product or service needed.
 - Monopoly – where the market is controlled by a statutory or natural monopoly.
 - Technical Compatibility – to ensure compatibility with existing technology.
 - Specialized Services – if the expertise or product exists with one supplier only.
 - Emergency or Time Sensitive Situations – in cases when the need for a service is under a tight timeline or otherwise necessary immediately.

For a detailed list of exclusions, refer to TILMA Part V (Exceptions) or NWPTA part V (Exceptions).

18. Request for Quotations (RFQ)

A RFQ is an invitation to suppliers to provide a price quote on a specific product or service.

- a) Verbal Quotations (three (3) whenever possible), for individual amounts \$1,501 to \$10,000. Verbal refusal may count as a request for quote.
- b) Written quotations (three (3) required) for individual amounts over \$10,000. Verbal refusal may count as a request for quote under \$25,000.
 - Rotate suppliers invited to quote or post on Village website.
 - \$25,000 - \$75,000 **must** post on Village website
 - Over \$75,000 **must** post on Village website, and post on BCBid as per TILMA rules.

19. Request for Proposal (RFP)

A RFP is an invitation for suppliers to submit a proposal for goods or services, that provides a solution when there are alternative ways to fulfill a specific need. The supplier is invited to propose what they consider the best way of meeting the Village's need.

- a) Proposals shall be advertised as follows:
 - up to \$75,000 **must** post on Village website



- over \$75,000 **must** post on Village website, and **must** post on BC BID as per **TILMA** rules
- b) If desired, further electronic advertising may be done on the Civic Info website, or invitations may be sent to qualified vendors; neither is mandatory.

20. Request for Tender (RFT) or Tender

A RFT is an invitation that solicits competitive bids and is appropriate when it is clear what the solution is, and detailed specifications are available. Tenders can be evaluated against clearly stated criteria and specifications. The bids and prices are provided without condition and the award is made without negotiation, notwithstanding the Village's right to negotiate with the successful vendor after the award has been made.

- a) Tenders shall be advertised as follows:
 - up to \$75,000 **must** post on Village website
 - over \$75,000 **must** post on Village website, and **must** post on BC BID as per **TILMA** rules
- b) If desired, further electronic advertising may be done on the Civic Info website, or invitations may be sent to qualified vendors; neither is mandatory.

21. Bulk Purchases

Where possible, all small item purchases should be grouped together to be purchased by Tender. This requires Managers coordinating such purchases so that costs or prices may be reasonably competitive.

22. Issuance of Purchase Documents

Purchase documents must clearly convey to the suppliers:

- a) Evaluation criteria that is pre-set.
- b) Any value-added evaluation criteria relating to social, environmental, economic sustainability or service levels for the competition must be clearly stated in the procurement documents, and the evaluation criteria must be disclosed.
- c) Tenders are to be addressed to the originating Departmental Manager and received at the Village office where they will be date stamped and securely retained until the opening.



- d) Each Tender is to clearly outline what documents must be enclosed with the tender.
This may include a surety deposit, bond, or property and liability insurance, etc.
- e) Each Tender document must clearly make the following statements (or similar):
 - i. The Village reserves the right to abandon tenders if the bids are over the approved budget.
 - ii. The Village reserves the right to abandon the tender if only one tender is received.
 - iii. The Village will not necessarily accept the lowest or any bid.

23. Receiving of Bids

- a) All envelopes shall be stamped or handwritten with the time of receipt (date, hour and minutes).
- b) A log of submissions received shall be kept.
- c) All submissions must be kept in a secure place.
- d) Bids submitted via a PDF emailed document are acceptable unless expressed in writing otherwise.
- e) Amendments or revisions can be received by email provided they are received in full by the closing date unless such is expressly not permitted. The Village will not bear any responsibility for non-receipt or delayed receipt of email or for technical failure of equipment. Proponents sending documents close to closing deadline are advised to call the Village office to ensure their documents have been received.
- f) Revision to the submission is attached to the relevant submission and must only show an increase or reduction.
- g) The Village staff should attempt to notify the submitter of any obvious irregularities in the receipt of the submission prior to opening.

24. Opening of Bids

Sealed tenders, unless stated otherwise, will be opened publicly in the presence of at least one Manager or their designate, and one staff member.

- a) The opening shall be at the advertised time.
- b) The names of all in attendance at the opening and their affiliation shall be recorded.
- c) Upon opening each bid:
 - record the name of the bidder.
 - record the tender amount.
 - record the documentation attached (surety deposit, insurance, or other).
 - date stamp each tender and both staff members initial the tender document.
 - the name of the bidder and the tender amount is read aloud if it is a public opening.
- d) Village personnel record their name, position, signature, date and time on the bid sheet.
- e) Under no circumstance is the Village staff to give an indication of who the successful bidder is until directed by the Chief Administrative Officer or designate.
- f) All late submissions shall be returned to the sender unopened with the envelope marked "Late Submission/Unopened".
- g) Unsuccessful bidders shall be entitled to a refund of deposit or surety without interest on funds or deposits. The policy on deposits on land sales by the Village is covered under separate policy.

25. Completion of tender process

The originating Department will complete the analysis of the bids and make a recommendation.

Letter awarded to successful proponent, and a written response to all unsuccessful proponents.

All follow-up documentation (contract or purchase order, securities, insurance and WorkSafeBC certification) will be in place prior to commencement of a project.

26. Post Tender Negotiation

The Village may negotiate changes to the submission with the awarded bidder only.



APPENDIX A

SPENDING, COMMITMENT AND SIGNING AUTHORITY MATRIX

Spending \$ Level	Commitment Type	Number of Quotes	Method of Quote Type	Signing Authority	Special Conditions
< \$50	Petty cash	Single	In person	Department delegation	Detailed receipts. Reconciliation by departmental manager.
≤ \$ 1,500 per item or aggregate	Purchase Card, PO or cheque requisition	Single	Verbal	Purchase card holder or delegated authority	Detailed receipt if Purchase Card or cheque requisition PO issued if purchase card not used and the purchase is over \$500, except for pre-authorized suppliers. All receipts and PO's must be GL coded, signed, submitted within 24 hours.
\$ 1,501-\$10,000 per item or aggregate	Purchase order	Three verbal or written quotes. Verbal refusal included in count.	Verbal with a staff documented record	Delegated authority up to \$10,000 or co-sign by manager if < \$5,000 or FO if > \$5,000	Delegated Authority by or purchase order with co-sign if over delegated authority. (3 verbal quotes when possible for either method, refusals count as a quote).
\$10,001-\$25,000	Purchase order	Three written quotes. Written refusal included in count.	Written document	Delegated authority up to \$25,000 or co-sign manager	Delegated Authority by purchase order with co-sign if over delegated authority. (3 written quotes when possible for either method, refusals count as a quote).
> \$25,000 - \$75,000	PO, contract or agreement	By invitation, see special considerations	Request for Quote (RFQ) or Request for Proposal (RFP) or Tender	If ≤ \$75,000 CAO and FO	Department heads may initiate the written request for review and authorization by the approved signing authority. Up to \$75,000, the CAO or FO have authority. Invitations must be advertised on the Village website. Optional to advertise on BC Bid website
> \$75,000	PO, contract or agreement	By invitation, see special considerations	Request for Quote (RFQ) or Request for Proposal (RFP) or Tender	If > \$75,000 both CAO and FO	Above \$75,000, authorization by both the CAO and FO , and the originator. For RFPs >\$75,000 and Tenders >\$200,000 for goods or services, must be advertised on Village website, and BC Bid website

*****all quotes and refusal to quote (verbal to be documented by recipient) to be attached to invoice**

SIGNING AUTHORITY – PURCHASING LIMITATION

After the budget is approved by the Village Council, each Manager is accountable for their own budget. The following delegated authorities or their designate are authorized at the established limits. Purchases between \$25,000-\$75,000 must be authorized by the Chief Administrative Officer and Financial Officer. Purchases >\$75,000 must be authorized by the departmental manager, and **both** the Chief Administrative Officer and Financial Officer.

Departmental Manager and Both of Chief Administrative Officer & Financial Officer	over \$75,000
Chief Administrative Officer	\$75,000
Financial Officer	\$75,000
Departmental Manager	\$25,000

Delegated Authority - responsibility remains with the individual who has delegated the authority.

Employees not listed above:

- delegated authority by their Departmental Manager \$1,500
- holder of a Village Purchase Card \$1,500

All purchase documents over the stated limits are to be co-signed by the Chief Administrative Officer, or Financial Officer.

***The above limits are not to include provincial or federal taxes.