

Category: Finances	Date Approved: February 8, 2012
Policy Number: 5 - 03	Date Drafted:
Policy Title: Procurement of Goods and Services	

Authority:

- This policy authorizes the Board of Directors for the Port Credit Business Improvement Area (PCBIA) and where applicable and according to the constitution of the PCBIA, the General Manager, to act as the legal Purchasing Agent.
- The PCBIA General Manager will monitor adherence to the provisions of this policy and the procedures adopted for its use. Failure to comply with the provisions and the procedures will be reported to the Executive Committee. Continued non-compliance shall be reported to the PCBIA Board of Directors.
- The PCBIA General Manager will be responsible for maintaining good vendor relations and for the conduct of all negotiations with vendors subject to the other provisions of this policy.
- All inquiries regarding materials, prices, services, delivery, terms, conditions and adjustments are to be conducted by or through the PCBIA General Manager.

Purchasing Guidelines:

- Purchase of goods, services or equipment will be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with the applicable Federal, Provincial and Municipal laws.
- Splitting of purchases to avoid any of the purchasing process outlined in this policy is prohibited.

Purchasing Processes:

There are two levels of approval established for financial transactions.

Level 1: Approval by two of the Officers of the Board of Directors

Level 2: Approval by the Board of Directors

Level 1 Approval

The General Manager of the PCBIA can make a financial transaction to a maximum of \$5,000.00 without prior consultation with, or approval by, the Board of Directors provided that:

- a) *The purchase is one that was included in the approved budget; and*
- b) *The purchase does not result in an overage in the budget item.*

Level 2 Approval

The General Manager of the PCBIA can make a financial transaction of \$5,000.00 or over only at the direction of the Board and provided that:

- a) *The purchase has been approved by motion at a meeting of the Board of Directors and the approval is documented in the Minutes of the Meeting or*
- b) *The purchase is approved by electronic (email) vote by the Board of Directors or*
- c) *The expense is fixed and pre-approved as in the instance of monthly rent.*

Co-operative Bid Calls:

- The PCBIA Board of Directors will have the authority to join or participate with other units of government, including local boards, commissions and agencies in co-operative purchasing and bulk buying of goods and services.
- Purchases made through this co-operative buying procedure require approval as outlined in this policy. As such, the calling agency's terms and conditions will apply.

Specifications:

- Where practical, specifications and Terms of Reference should be considered. Where specifications are detailed and may be brand specific, care shall be taken to ensure potential vendors may provide alternatives in the event an equal or better-proven product or method is available.
- The purchase of environmentally responsible products and services will be considered at all times.

Disposal of Surplus:

- Where any goods purchased by the PCBIA are declared surplus, obsolete or not repairable the PCBIA General Manager, in consultation with the Board of Directors, may dispose of them.

Conflict of Interest:

- No elected member or employee of the PCBIA may purchase goods or services for personal use through the PCBIA unless approved by the Board of Directors.
- No elected member or employee of the PCBIA will allow contact with a person, officer, employee or agent of the bidder to the PCBIA unless the bid call has been awarded.
- No elected member or employee will purchase, or offer to purchase on behalf of the **PCBIA, any goods and/or services, except in accordance with the PCBIA Conflict of Interest Policy.**
- No contract or purchase will be divided to avoid requirements of this policy.

Legal Claims:

- No tender, proposal or quotation will be accepted from any company which has a claim, or has instituted a legal proceeding against the PCBIA, or against whom the PCBIA has a claim or has instituted a legal proceeding with respect to any previous contract, without prior approval by the PCBIA Board of Directors.

Administration:

- The PCBIA General Manager and/or the PCBIA Board of Directors will bring forward from time to time amendments to update this policy.