

## **Purchasing**

---

**Date Approved by Board:** June 21, 2012

**Resolution No:** 12 - 50

**Lead Role:** CAO/GM

**Replaces:** n/a

**Last Review Date:** n/a

**Next Review Date:** June 30,  
2014

**Administrative Responsibility:** CAO/GM

### **Policy Statement**

---

Beaver Municipal Solutions (BMS) establishes the following purchasing policy in order to ensure that goods and services acquired by the organization represent fair market value, are of reliable high quality and workmanship, are professionally and expeditiously delivered, and are acquired via competitive, transparent, equitable and honourable purchasing practices.

### **Policy Guidelines**

---

#### **Guidelines**

1. Goods and services will be competitively sourced, wherever, and whenever possible, by Beaver Municipal Solutions, using a written specification of the good and/or service required, detailing the terms of service and delivery. The written specification will be prepared by a person competent and knowledgeable regarding the good and/or service requested.
2. The specification for the good and/or service requested, and the written quotations/proposals received in response to the issuance of the purchasing request, will accompany all purchase orders/contracts for goods and/or services required.
3. Purchase orders/contracts will be awarded to vendors solely based on the best value and return to Beaver Municipal Solutions.
4. Specifications for goods and services requested will be composed to elicit a fair and equitable market response to the purchasing request.
5. Requests for goods and/or services of a value greater than \$75,000, and construction services of a value greater than \$200,000, will be publicly advertised in accordance with the New West Partnership Trade Agreement.
6. Where by virtue of the special requirements of a good or service, a sole vendor is solicited for a purchase, a written explanation will accompany the purchase order/contract.
7. Purchase orders/contracts will be awarded through the Chief Administrative Officer and General Manager, in accordance with approved budgets and business plans.
8. Multi-year service contracts, construction contracts of a value in excess of \$500,000, and independent auditor and similar advisory services, will be approved by Board resolution.