



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.4 Purchasing

12.4.5

Title Procurement of Goods, Services, and Construction

1. Policy Statement:

1.1. The County shall endeavour to acquire Goods, Services, and Construction in a manner which is equitable, efficient, economical, supportive of the local economy (whenever feasible), and in a manner which ensures all transactions are conducted at arm's length and free of bias.

2. Responsibilities:

2.1. The County, as a municipality, is required to adhere to Provincial, Federal and International Trade Agreements. The current and primary trade agreements that affect the County are:

2.1.1. New West Partnership Trade Agreement (NWPTA): a trade agreement between the provinces of British Columbia, Alberta, Saskatchewan and Manitoba;

2.1.2. Canadian Free Trade Agreement (CFTA): a trade agreement between the Federal, Provincial and Territorial governments; and

2.1.3. Canada European Union Comprehensive & Economic Trade Agreement (CETA): a trade agreement between Canada and the European Union.

2.2. For all Trade Agreements, the following conditions and rules apply:

2.2.1. Fair, Open and Transparent measures;

2.2.2. Equal treatment for all vendors (Provincial/Territorial, National, and International) in like circumstances;

2.2.3. Specified standards and regulations in terms of results, performance or competence. Takes into account, any number of criteria including but not limited to: price, quantity, quality, delivery, servicing, and capacity of the proponent to meet the requirements.

2.3. Council will be deemed to have authorized Administration to proceed with all necessary authority to award any contract, upon approval by Council of the interim and final budgets, or in the alternative, through resolution at a regularly scheduled Council Meeting, provided costs for the good or service do not exceed the amount authorized. In the event the lowest tender or bid exceeds the approved budget, or in the event Administration recommends awarding the contract or purchase to a supplier whose bid exceeds the authorized amount, the award of the tender, request for proposal or bid shall be returned to Council for final ratification.

2.3.1. Any tenders awarded as per Section 2.3 shall be reported to Council as information.

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3. Guidelines:

- 3.1. The dollar thresholds for public procurement regarding the above trade agreements vary and increase in value from regional (NWPTA) to international (CETA). The County as a municipality is governed by the New West Partnership Trade Agreement as it sets the lowest procurement thresholds. Therefore, the governing thresholds to provide a fair, open and transparent procurement of Goods, Services, and Construction are:
 - 3.1.1. **\$105,700** or greater for Goods
 - 3.1.2. **\$105,700** or greater for Services
 - 3.1.3. **\$264,200** or greater for Construction
- 3.2. All procurements that exceed the established trade agreement thresholds are to be tendered to the greater public and posted on the Alberta Purchasing Connection (APC), or a similar open market and bidding system. The APC is an online market platform that allows public and private sector users to manage, advertise, distribute, and download public purchasing opportunities for goods, services and construction in Alberta. In addition to the APC posting, all public offering will be advertised as per the County's Advertising Bylaw.
- 3.3. For the acquisition of Goods, Services, and Construction that are not subject to Provincial, Federal or International Trade Agreements, or for which grant funding has not been provided, the County shall retain the right to include a bid rating criteria that provides a higher ranking for businesses located within the County.
- 3.4. Procurement Openings and process are:
 - 3.4.1. Request for Quotation (RFQ) (under \$5,000): Private Opening and shall include a minimum of two staff members. Each RFQ will be evaluated and graded after opening.
 - 3.4.2. Request for Quotation and Invitational Tender (Goods & Services greater than \$5,000 and less than \$105,700 and Construction less than \$264,200): Public Opening and shall include a minimum of two staff members.
 - 3.4.3. Tender or Request for Proposal (RFP) (Goods & Services greater than \$105,700; and Construction greater than \$264,200): Public Opening and shall include a minimum of two staff members.

4. Executive Limitations:

- 4.1. CAO:
 - 4.1.1. May purchase capital items within the approved budget on behalf of the County; and
 - 4.1.2. May enter into leases within the approved budget with a maximum value of \$25,000 per year and a maximum aggregate value of \$100,000 per lease.

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5. Additional Pages:

5.1. Administrative Directive

6. Definitions:

6.1. Are created and maintained in the Definition Index.

6.2. For the purpose of this Policy, "Goods" shall be defined as capital equipment and supplies.

7. Related Documents:

7.1. CAO Bylaw

7.2. Policy 11.0.1 Roles & Responsibilities – Council/CAO

7.3. Policy 12.4.1 Acquisition of Goods & Services from County Staff

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