



## County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.4 Purchasing

12.4.1

Title Acquisition of Goods and Services from County Employees

### 1. Policy Statement:

- 1.1. The Council of the County of Wetaskiwin wishes to ensure that employees providing goods or services to the County privately are not provided with an advantage over other suppliers, and that all transactions of this nature are conducted in a fair and equitable manner.
- 1.2. All acquisitions for goods or services involving or perceived to involve a County employee must be conducted in a manner such that the public are assured the transaction is free from prejudice or bias.

### 2. Guidelines:

- 2.1. Any acquisition from a staff member of the County will be approved only upon the completion of a tendering process which indicated that the good or service provided by the staff member is the lowest or most beneficial bid for the County.
- 2.2. Requests for proposals or bids will be distributed, through public notice or private invitation, to all relevant suppliers and the staff member shall not be provided with any information which may be perceived to provide an advantage during the bidding process.
- 2.3. All bids and proposals will be evaluated utilizing pre-set criteria designed to identify the optimum bid.
- 2.4. All successful tender and bids will be brought before Council as information.
- 2.5. In the event the County staff member is the sole supplier of the good or service and it is not feasible or possible to solicit bids or quotes from other suppliers, the purchase order must be approved and signed by the CAO prior to confirming the acquisition.

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
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