



**BY-LAW NO. 2025-0021**

A By-law to Amend Purchasing Policy PLCY-2022-0003

**WHEREAS** section 270(1)(3) of the *Municipal Act*, 2001, S.O. c.25, as amended, requires a municipality to adopt and maintain policies with respect to its procurement of goods and services;

**AND WHEREAS** Council approve the amendment to the Purchasing Policy to increase informal procurement solicitation process threshold;

**AND WHEREAS** on March 3, 2025, Council for the Town of Halton Hills adopted Report No.CS-2025-007, dated March 3, 2025, in which certain recommendations were made relating to updating the Town of Halton Hills Purchasing Policy.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. **THAT** the Purchasing Policy PLCY-2022-0003 be amended as follows:

1.1 Delete 2. a) and the following be inserted in lieu thereof:

**a) Ensure an Open, Objective and Competitive Process**

A minimum of three bids is solicited for purchases over fifteen thousand dollars (\$15,000) in total for the cumulative term of the purchase. Although a minimum of three bids is solicited, an open process without any maximums is encouraged. All bids over **one hundred thousand dollars (\$100,000)** will be posted on the Town and bidsandtenders™ web site at <https://haltonhills.bidsandtenders.ca/>

1.2 Delete 2. b) and the following be inserted in lieu thereof:

**b) Ensure Transparency**

The procurement process is undertaken based on a clear definition of the goods or services required and a clear outline of the criteria used in the evaluation. With regards to quotations and tenders, the decision to choose the low bidder will be based solely on the requirements as documented, the bidder's document and the pricing. Total project costs may be considered, including, but not limited to tax, training, maintenance, quality, warranty, payment terms, delivery, conversion costs, life cycle costing and trade-in value. A list of suppliers bidding on contracts over **one hundred thousand dollars (\$100,000)** is available on the Town and bidsandtenders™ web site at <https://haltonhills.bidsandtenders.ca.> In addition, once the bids are closed a summary of quotation and tender prices **over one hundred thousand dollars (\$100,000)** will also be available on the Town and bidsandtenders™ web site.

1.3 Delete 8. and the following be inserted in lieu thereof:

**8. PROCESSES AND LIMITS**

<b>Total Procurement Value</b>	<b>Procedure</b>	<b>Mandatory</b>	<b>Process to be used</b>
<\$15,000	Corporate Purchasing Card	Schedule B	Open Procurement, no quotations required but staff encouraged to solicit quotations.
\$15,001 - <b>\$100,000</b>	Informal Quotations	Schedule C	Staff must solicit a minimum of 3 bids.
\$50,001 - \$100,000	Informal Request for Proposals	Schedule D	<b>Invitational process administered by Purchasing.</b>
>\$100,000	Formal Request for Proposal or Negotiated Request for Proposal	Schedule D	Formal process administered by Purchasing
>\$100,000	Formal Tender	Schedule F	Formal process, tendering administered by Purchasing
Any dollar value	Prequalification	Schedule G	Formal process, administered by Purchasing
Any dollar value	Request for Expression of Interest or Request for Information	Schedule H	Formal process, administered by Purchasing
Any dollar value	Single /Sole Source including Emergency and Standardization	Schedule I	Negotiation

1.4 Delete 8. b) i) and the following be inserted in lieu thereof:

- i) The Informal Quotation Procedure outlined in Schedule C shall apply where the Total Procurement Value of a defined good or service is expected to be more than fifteen thousand dollars (\$15,000) but less than **one hundred thousand dollars (\$100,000)**.

1.5 Delete 8. b) iii) in its entirety.

1.6 Delete Schedule C – Informal Quotations and the following be inserted in lieu thereof:

**SCHEDULE C - INFORMAL QUOTATIONS**

1. The User or Manager is required to solicit a minimum of three (3) written bids for supplies and services with values between fifteen thousand dollars (\$15,000) and **one hundred thousand dollars (\$100,000)** including freight and taxes, using fair and ethical purchasing practices as established by the Manager of Purchasing. These bids shall be kept on file in accordance with the Document Retention by-law.
2. The solicited prices shall be written (email is acceptable) **or by invitation only posted on the Town bidding system, for a minimum of fifteen (15) calendar days.**
3. In soliciting prices, the user shall indicate the specifications, terms and conditions equally to all bidders, all of which are to form the basis of the awarded contract.
4. Where a contract is awarded, it shall be awarded to the lowest “compliant and responsible bidder”. Any non-compliant bid may be rejected by the Manager.
5. All quotations received and considered for a purchase made between fifteen thousand dollars (\$15,000) and **one hundred thousand dollars (\$100,000)** shall be attached to the purchase order with the appropriate approval.
6. The Manager shall monitor these requirements and report non-compliance to the Commissioner of Corporate Services and the respective Department Head.

APPROVAL AUTHORITIES:

Total Purchase Amount	Delegated Purchasing Authority Level
\$15,000 - \$50,000	Managers/Directors
<b>\$50,001 - \$100,000</b>	<b>Commissioner</b>
If overbudget	Approval by the Commissioner and Treasurer or CAO, as per the Capital Budget Governance Policy

1.7 Add to Schedule D a new item 3 as follows, and the existing item 3 to 9 are renumbered sequentially as 4 to 10 respectively.

- 3. For bids between fifty thousand and one dollars (\$50,001) and one hundred thousand dollars (\$100,000) including freight and taxes, should follow procedures of proposal over one hundred thousand dollars (\$100,000), with the exception that the Requests for Proposals do not need to be publicly available and can be by invitation only.**

1.8 Delete Schedule D existing item 4 and the following be inserted in lieu thereof:

- 5. The following procedures shall be used when calling for proposals over one hundred thousand dollars (\$100,000):**

All sub-item a) to i) under this item remain unchanged.

1.9 Delete APPROVAL AUTHORITIES and the following be inserted in lieu thereof:

Total Procurement Value	Procedure	Delegated Purchasing Authority Level
<\$15,000	No formal process required	Manager/Director of Respective department
\$15,001-\$50,000	The department shall conduct an informal request for proposal process soliciting at least three written proposals (email is acceptable). The department shall ensure that fairness and transparency is maintained and that awards for projects are distributed fairly to qualified bidders or consulting firms.	Manager/Director of Respective department
\$50,001 - \$100,000	The Manager shall conduct formal request for proposal. The process <b>does not need to be publicly available and can be by invitation only. Measures will be taken to ensure fairness and transparency throughout the process.</b>	Commissioner
\$100,001 - \$250,000	The Manager shall conduct a formal request or proposal. This process will be open and transparent and conducted within the parameters noted above	CAO
>\$250,001	The Manager shall conduct a formal request or proposal. This process will be open and transparent and conducted within the parameters noted above	Council
Overbudget		Approval by the Treasurer (10% or \$25,000) and the next delegated purchasing authority level or CAO (up to \$75,000) and annual disclosure in closed capital report  >\$75,000- Council approval

1.10 Delete Schedule E- Formal Quotation Procedures in its entirety.

2 **THAT** By-law No. 2025-0021 is hereby enacted on its date of passing.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 3rd day of March, 2025.

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MAYOR – ANN LAWLOR

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TOWN CLERK – VALERIE PETRYNIAK