



Purchasing Policy

Downtown Georgetown Business Improvement Area

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As Approved November 12, 2019

Legal name: Georgetown Central Business Improvement Area

PURCHASING POLICY OF THE DOWNTOWN GEORGETOWN BUSINESS IMPROVEMENT AREA

Objective:

The main purpose of this policy is to ensure compatibility with the spirit and intent of related policies of the Corporation of the Town of Halton Hills.

Authority:

- This policy authorizes the Board of Management (Board) for the Georgetown Central Business Improvement Area (DGBIA) and where applicable and according to the constitution of the DGBIA, the DGBIA Manager to act as the legal Purchasing Agent.
- The DGBIA 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 Treasurer. Continued non-compliance shall be reported to the DGBIA Board.
- The DGBIA 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. The DGBIA Manager will request assistance, if required, from the Town of Halton Hills prior to the outset of calling tenders and in all matters that require further expertise.
- All inquiries regarding materials, prices, services, delivery, terms, conditions and adjustments, are to be conducted by or through the DGBIA Manager.

Purchasing Guidelines:

- Purchase of goods, services or equipment will be made on a competitive basis, in keep 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 processes outlined in this policy is prohibited.

Purchasing Processes:

- Goods or services will be purchased as within the “Approval of Financial Transactions” of the DGBIA Constitution, 2008, page 5.

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| Thresholds | Method of Procurement | Source of Bids / Advertisements | Type of Contract | Approval Process |
|--|--------------------------------------|---|---|--|
| Under \$750 excluding HST | Purchase | Purchases made from competitive marketplace where possible and practical | Direct acquisition | <ul style="list-style-type: none"> the purchase is one that was included in the approved budget; the purchase does not result in an overage in the budget item; and the purchase is reported to the Board at its next meeting |
| Between \$751 and \$3,000 excluding HST | Verbal quotation | Purchases made from competitive marketplace where possible and practical | Direct acquisition, invoice | <ul style="list-style-type: none"> the purchase is one that was included in the approved budget; the purchase does not result in an overage in the budget item; the purchase is reported to the Board at its next meeting; and the purchase is circulated to the Executive Committee and approved by two members of the Executive |
| Between \$3,001 and \$25,000 excluding HST | Three written quotes | Three written quotes to be obtained where possible | Invoice required, executed contract when applicable | <ul style="list-style-type: none"> the purchase has been approved by motion at a meeting of the Board and the approval is documented in the Minutes of the Meeting; the purchase is confirmed to the Board at its next meeting following the completion of the transaction; or the expense is fixed and pre-approved as in the instance of monthly rent |
| Over \$25,001 excluding HST | Call for Bid or Request for Proposal | Advertised through appropriate communication channels including Town website, DGBIA website, and industry appropriate sources | Purchase order, executed contract required | <ul style="list-style-type: none"> the purchase has been approved by motion at a meeting of the Board and the approval is documented in the Minutes of the Meeting; the purchase is confirmed to the Board at its next meeting following the completion of the transaction or the expense is fixed and pre-approved as in the instance of monthly rent |

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Leasing:

In certain cases, it may be economically advisable to enter into a Financing Lease to acquire the rights to use capital property and equipment rather than an outright purchase. In which case, the DGBIA will follow the *Municipal Act, 2001, Ontario Regulation 635/05*

All lease arrangements must be reviewed by the DGBIA Manager and the DGBIA Board. The following information is to be received prior to review:

- The total amount to be borrowed as compared to the cost of the equipment or capital property.
- Disclosure of the interest rate and whether it is a variable or fixed copy of the master schedule including a complete schedule of all fixed payments.
- How the payments are to be made (monthly, quarterly, yearly)
- Administrative fees (Credit investigation, registration, billing surcharges, insurance)
- Termination Penalties

Co-operative Bid Calls:

- The DGBIA Board 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.

Environmentally Friendly Products and Services:

- The purchase of environmentally-responsible products and services will be considered at all times.

Disposal of Surplus:

Where any goods purchased by the DGBIA are declared surplus, obsolete or not repairable, it will be reported to DGBIA Board, unless the item has limited market value, DGBIA Manager may dispose of them.

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Conflict of Interest:

- No elected member or employee of the DGBIA may purchase goods or services for personal use through the DGBIA.
- No elected member or employee of the DGBIA will allow contact with a person, or any officer, employee or agent of the person who has submitted a bid to the DGBIA unless the bid call has been awarded.
- No elected member or employee will purchase or offer to purchase on behalf of the DGBIA, any goods and/or services, except in accordance with this 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 instituted a legal proceeding against the DGBIA or against whom the DGBIA has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by the DGBIA Board.

Administration:

The DGBIA Manager and/or the DGBIA Board will bring forward from time to time, amendments to this policy to update, whether adding new clauses or adjusting those currently in force.

Revision History:

- Approved: June 2008
- Revised and approved: November 12, 2019
- Next scheduled review: February, 2022