

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-Law No. 1058-22

BEING A BY-LAW to amend By-law 832-04 a policy for procurement of goods and services for the Township of Laird.

WHEREAS the Council of the Township of Laird passed By-law 832-04, being a by-law to adopt a policy for procurement of goods and services for the Township of Laird on December 7, 2004;

AND WHEREAS Council deems it expedient, as per Resolution No. 111-22 dated July 21, 2022, to amend Schedule "A" of By-law 832-04 to increase the Amount of Purchase for each section;

NOW THEREFORE the Council for The Corporation of The Township of Laird hereby enacts the amendment to By-law 832-04, attached as Schedule "A" to this by-law and forming part of it.

THAT this by-law shall come into force and take effect upon the date of passing.

PASSED in open meeting this 18th day of August 2022.

Mayor _____
Richard (Dick) Beitz

Seal

Clerk _____
Jennifer Errington

SCHEDULE "A"
TO BY-LAW NUMBER 1058-22,
AMENDING BY-LAW 832-04

| Amount of Purchase | Procurement Process to be Used | Conditions/Explanation |
|---------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$0 to \$5,000 | Direct Acquisition, including Petty Cash purchases | Dept Head is permitted to purchase goods and/or services without receiving Council approval. |
| \$5,001.00 to \$15,000.00 | Informal Quotations | Dept Head, prior to approval of budget and with approval of council is permitted to purchase goods and/or services provided that: <ul style="list-style-type: none">• The goods and/or services have been included in the annual budget estimates approved by Council.• Dept Head obtains a minimum of 3 verbal quotations, where possible and practicable• Written documentation is maintained for each quotation• Council shall make final decision by resolution.• Where only one supplier is available, the Treasurer will file that supplier's quote plus details of refusals. The Treasurer as well as the Department Head shall sign the subsequent purchase orders. |
| \$15,001 to \$25,000.00 | Quotations (Request for Quotations-RFQ) | <ul style="list-style-type: none">• Dept Head obtains a minimum of 3 quotations, where possible and practicable.• Copies of quotations are provided to Council with a recommendation• Council shall make the final decision, by resolution, based on the quotations provided.• Expenditures must be made so as to obtain the best value for the Corporation• Where only one supplier is available, the Treasurer will file that supplier's quote plus details of refusals. The Treasurer as well as the Department Head shall sign the subsequent purchase orders. |
| \$10,001 and up | Tendering (Request for Tenders –RFT) | <ul style="list-style-type: none">• The tender process outlined in Section "F" of this policy shall be followed |
| No \$ Limit | Proposal (Request for Proposal-RFP) | <ul style="list-style-type: none">• Used when a unique proposal designed to meet a broad outcome to a complex problem or need for which there is no clear or single solution |