

Policy:	Purchasing and Procurement Policy
Policy Number:	TVRSSC-POL-23-1
Approved on:	September 13, 2023
Resolution:	23-253
Reviewed on:	

Purpose:

To provide guidance to TVRSSC administration with respect to procurement and purchasing, during both emergency and normal operations.

Policy Statement:

The Board recognizes that it is in the best interest of the member municipalities to encourage local supply of goods and service and therefore recognizes the importance of purchasing from local suppliers whenever reasonable and when costs and quality are competitive and comparable. The Board also recognizes its obligations under the Canadian Free Trade Agreement and the New West Partnership Trade Agreement; TVRSSC shall treat suppliers from another province the same as they treat local suppliers, as per the agreements. The board also recognizes non-emergency situations can turn into emergency situations very quickly and that during emergency situations, administration needs flexibility to procure good and services quickly and efficiently.

Definitions:

1. Administration – means the Chief Administrative Officer and Operations Manager, or their designate.
2. Board – means the board of the TVRSSC, as appointed by the member municipalities.
3. CAO – means the Chief Administrative Officer, as appointed by the TVRSSC Board.
4. Construction – means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery (if they are included in and incidental to the construction), and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement;
5. Emergency situation – means any situation that has the immediate potential to overwhelm the sewer collection, storage, or treatment facilities. This includes, but is not limited to, power outages, heavy rainfall, damage to critical equipment or infrastructure, or declaration of a State of Local Emergency (SOLE) by one or more member municipalities.
6. Member Municipalities – means Alberta Beach, the Summer Village of Sunset Point, and the Summer Village of Val Quentin.
7. Operations Manager – means the person responsible for the operation of the TVRSSC system.
8. TVRSSC – means the Tri Village Regional Sewer Services Commission.

Guidelines:

1. During an emergency situation, the Operation’s Manager shall have the discretion to procure goods and services, at their discretion, to address the emergency situation and bring it under

control. The Operations Manager will notify the CAO of the emergency expenditure and reason for it as soon as reasonable.

- a. The Board will be notified of funds spent during an emergency situation at the next board meeting, either verbally or in the financial report.
2. Administration may spend up to \$25,000 in unbudgeted funds to address concerns that arise during preventative maintenance that, in the opinion of the Operation’s Manager, may imminently lead to an emergency situation.
 - a. The board will be notified of funds spent to prevent an emergency situation at the next board meeting, either verbally or in the financial report.
 - b. If more than \$25,000 is required to address the issue, administration will obtain email consensus from the Board, to be ratified at the next Board meeting, before spending the funds.
 - c. If there is no consensus to spend the funds, the chair may, at their discretion, call a special meeting to address the issue.
3. The following table sets out the purchasing process to be used for budgeted expenditures, based on dollar value (for clarity, this excludes emergency situations).

Purchase Amount:	Process:
\$0 - \$25,000	At their discretion, and with due consideration to the item being purchased, the price of the purchase, and the nature of the purchase, administration shall receive verbal or written quotes from one (1) or more vendors.
\$25,001 - \$74,999	Administration will attempt to obtain 3 written quotes or proposals. If unable to obtain 3 quotes/proposals, administration may, at their discretion, proceed with the purchase or procurement regardless of the number of quotes/proposals received.
\$75,000 and up	Goods and Services will be procured through the provinces designated electronic tendering system, as appropriate. For construction, administration will put out a request for proposals or invitation to tender.
\$200,000 and up (construction only)	Will be procured through the provinces designated tendering system, as appropriate.

4. When awarding contracts or purchases, administration will consider which proponent offers the best value, based on price, quality, performance, Commission needs, timelines, references, and previous experience and history.