**Policy Type: Operational** **Policy Number: OP-06-1**

**Policy Title: Purchasing - Procedures** **Initial Approval Date: 25 September 2013**
**Last Review / Revision Date: 2021**
**Review Date: 2025**

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To provide procedures for the process to purchase goods and services relevant to the operations of the Madawaska Valley Public Library (the Library).

## Section 1: General

1. Subject to any direction that may be given, the Chief Executive Officer (the CEO) or designate and/or the Township of Madawaska Valley Public Library Board (the Board) (collectively known as the Buyer) shall decide the method of source selection which shall be employed to obtain the most favourable price, having regard to the nature or importance of the contemplated work, the urgency of the requirement, general trade practices and market conditions.

2. The Buyer is authorized to place orders on behalf of the Library and/or the Board for goods and services from such suppliers and upon such terms and conditions as deemed appropriate by the pertinent authority, subject to the approval levels in OP-06. In the awarding of a contract, the Buyer shall not be bound to accept the lowest bid and may award to another bidder, if in his/her discretion, having regard for delivery time, service and quality of goods, that it would be in the best interest of the Library and/or the Board. If delivery time, service and quality of goods are equivalent, the lowest bid shall be accepted.

3. When identical bids are received, preference should be given to a tender where the contractor/supplier is located and operates within the boundaries of the Township of Madawaska Valley. If identical bids all originate, or don't operate within the Township, the Buyer shall contact the bidders and provide them one week to resubmit a modified bid price. If following this action the prices still remain identical, the Buyer in consultation with the Board shall use their discretion to award the contract.

4. Notwithstanding the provisions of policy number OP-06, in the event of an emergency, the purchase of goods and services may be approved by the Buyer or designate as per OP-06: Approval Levels, para. 4. The immediate purchase must be essential to prevent delays in the delivery of library services which might involve additional cost or danger to life and/or damages to property. In all such cases, the Buyer will provide a report to the Board setting out the nature of the emergency and the necessity of the action taken pursuant to this clause.

## Section 2: Tender Bid Process (when deemed necessary)

1. The Buyer will ensure that all tenders have complete documentation, are appropriately advertised, closing dates and tender opening dates are set, and contact information is available as required.

2. A file will be opened for each tender process and all documentation relevant to the particular request for proposal will be retained until such time as the project is completed.

3. Should changes be made during a tender process –such as cancellation of project, the availability of additional information, extension of closing date – all prospective contractors/suppliers will be notified uniformly.

4. All tender bids must be submitted in writing with original signatures on covering letter. Bid may be submitted by fax or e-mail but must be backed up with hard copy for verification purposes.

5. Bids will remain sealed and will be opened on pre-determined date and time. Should a bidder choose to withdraw a bid prior to opening date, it will be returned, unopened.

6. No additions, deletions or amendments to any original bid will be accepted prior to opening of bids.

7. The winner of the bid will be notified in writing, and all other bidders will be advised of the name of the successful bidder.

## Section 3: Township of Madawaska Valley Purchasing By-law Number 2012-70

1. For goods and services over $5,000.00, the Board will use the aforementioned by-law, or any subsequent version thereof, as a guide.

**Related Documents**:
Policy Number **OP-06** **Purchasing**
Township of Madawaska Valley **Purchasing By-law Number 2012-70**