



- (3) The City of Dawson may remove a supplier name from consideration for a contract for up to one year based on poor performance or non-performance on a contract.

#### 4. Procurement Methodology

The appropriate method of procurement shall be determined as follows, unless waived by approval of Council, or as a result of a bona fide emergency situation, as defined in *Bona Fide Emergency* Section.

1. All Purchases with the exception of Proposals for Consulting Services:
  - a. Formal public tenders or requests for proposals – all transactions anticipated to be greater than \$20,000.00;
  - b. Quotations (solicited from specified suppliers) – all transactions between and including \$2,000.00 to \$20,000.00. Quotations for transactions up to \$15,000.00 may be waived by authorisation of the CAO.
  - c. Transactions up to \$2,000.00 will be left to the discretion of Departmental Managers or authorised delegates.
2. Proposal for the Purchase of Consulting Services
  - a. Formal public proposal for all transactions anticipated being greater than \$30,000.00.
  - b. Quotations (solicited from specific suppliers) for all transactions between and including \$10,000.00 to \$30,000.00. Quotations for transactions up to \$20,000.00 may be waived by the authority of the CAO.
  - c. Transactions up to \$10,000.00 to be left to the discretion of the departmental managers or authorised delegates.

#### 5. Bona Fide Emergency

“Bona Fide Emergency” for the purposes of this policy includes the development of:

1. A situation which may endanger the health and/or safety of any City employee or member of the public; and/or;
2. A situation that may jeopardise City property and/or assets or property and/or assets of members of the public.
- 3.

#### 6. Delegation of Authority.

The CAO has the authority to delegate signing authority to others but this authority may not be re-delegated. The Delegation of Authority form attached as Appendix 1 shall authorize this delegation.

#### 7. Awarding of Contracts

1. Where budgeted, all **capital expenditures** shall be approved as follows:

Total Purchase Amount	Approval Authority
\$5,000 or less	Department Head
\$5,001 to \$15,000	Chief Administrative Officer
\$15,001 and above	Council

2. Where budgeted, all contracts for items other than capital expenditures shall be approved as follows:

<b>Contract Detail</b>	<b>Approval Authority</b>
Any contract in excess of \$50,000 per annum	Council
Any contract for consulting services in excess of \$25,000.	Council
Any contract (except consulting services) between \$5,001 and \$50,000	Chief Administrative Officer
Consulting Contract \$5,001 to \$25,000	Chief Administrative Officer
Consulting Contract \$5,000 or less	Department Head

3. Notwithstanding the approval authorities noted above, Council may, by resolution, establish specific approval requirements for an individual project or transaction.

## 8. Disposal of City Assets

The CAO or authorised delegate shall provide authority for all disposal reports. Disposal of City assets, provided they have not been deemed garbage, shall be made either via a public bidding process or as directed by City Council. The CAO may approve donations to bona fide non-profit organisations up to an estimated value not to exceed \$2,000.00. Requests for donations exceeding this amount shall be recommended to Council for authorisation.

## 9. Local Purchasing Preference

1. In considering tender results, the City of Dawson shall support the procurement of local services by authorizing local procurement in the following circumstances:
- Where the value of the transaction is under \$1,000 and the prices are within 5% of each other.
  - Where the value of the transaction is between \$1,000 and \$7,500 and the prices are within 4% of each other.
  - Where the value of the transaction is between \$7,500 and \$25,000 and the prices are within 3% of each other.
  - Where the value of the transaction is more than \$25,000 and the prices are within 2% of each other to a \$10,000 maximum difference in bids.
2. To stock in inventory those goods required on a timely and/or repetitious basis, local purchasing shall be supported.

## 11. Appendixes

Appendix "A" – Delegation of Authority Form

<b>POLICY TITLE:</b>	Procurement Policy
<b>POLICY #:</b>	14-02
<b>EFFECTIVE DATE:</b>	June 10, 2014
<b>ADOPTED BY COUNCIL ON:</b>	June 10, 2014
<b>RESOLUTION #:</b>	C14-23-22

Originals signed by:  
Wayne Potoroka, Mayor

Jeff Renaud, CAO