



VILLAGE OF CHESTER PURCHASING POLICY

The Village of Chester has developed a standard operating procedure for the purchasing of goods and services while maintaining a high level of public confidence and transparency.

1.0 Policy Statement

The Village of Chester has adopted this policy by resolution and shall remain in force from that day forward and until such time when revision is made by resolution.

2.0 RESPONSIBILITIES

The Clerk Treasurer shall be responsible for implementation of this procedure. The policy has been developed under the consideration of the Municipal Government Act and the NS Government Procurement Act.

3.0 PURCHASE ORDERS

3.1 Chester requires that a Purchase Order be issued by the Clerk Treasurer or Administration Assistant prior to any purchase.

Notwithstanding the above, purchases may be made without a Purchase Order providing the following conditions are present:

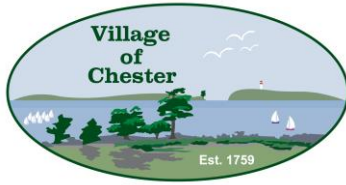
An emergency exists which threatens the safety of the public or the integrity of the Village's assets.

Under these circumstances, purchases may be made for budgeted items, provided a P.O. is obtained from the Clerk Treasurer at the first reasonable opportunity.

If the nature of the emergency requires a non-budgeted purchase, the approval of the Village Commission Chair or his/her alternate is required prior to the purchase. At least two Commissioners must be consulted and their approval obtained. If no Commissioner is available, the Clerk Treasurer will make the purchase.

4.0 PURCHASING PRIORITY

4.1 It shall be the policy of VOC to make purchases in a priority order where practical, beginning with the merchants of the Village of Chester provided that



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foremost **consideration** is always to ensure the interests of the ratepayers of the VOC and the area served under any “Outside Area Contract “are protected.

5.0 GUIDELINES FOR VILLAGE PURCHASES

- 5.1 Purchase orders are issued by the Clerk or Administrative Assistant. Purchase Orders for budgeted items can be issued manually by the Fire Chief provided supporting information is available and documented on the purchase order.
- 5.2 The purchase order shall contain information relating to price, quality, description of the product or service being purchased and delivery instructions. General Ledger account numbers shall be recorded on the PO.
- 5.3 Purchase orders can be issued electronically or in hard copy. The original purchase order is filed in suppliers’ files for future reference.
- 5.4 The Clerk shall monitor all purchases against budgeted accounts

6.0 Tenders

- 8.1 Tenders may be utilized where it best meets the needs of the VOC.
- 8.2 Tenders shall be utilized by the VOC as follows;
- 8.3 Tenders shall be solicited by way of advertisements in the local print media, or listing on the Nova Scotia Government Tenders website or by solicitation from suppliers when the most likely suppliers are felt to be outside the local area. Exceptions to the above tendering process may be utilized by following the Alternative Procurement Transactions Guidelines as contained in the Province of Nova Scotia Procurement Policy.
- 8.4 Where the VOC solicits bids for goods or services through the public tender process, a statement shall be included in the advertisement that “ *The Village of Chester reserves the right to reject any or all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest. The Village also reserves the right to waive formality, informality or technicality in any tender*”.
- 8.5 Commissioners of the Village are permitted to participate in all purchases of the Village, provided due regard is given to the provisions of the Municipal Conflict of Interest Act.



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8.6 Tenders shall be defined as an advertised request for offers from Individuals, groups, or business entities on goods to be purchased or services to be provided or any combination thereof. In all cases, tender documents shall be issued by the VOC in which a detailed description shall be given of the project, task, or function.

9.0 Quotations

9.1 Quotations shall be defined as any unadvertised request for an offer from individuals, groups or business entities on goods or services or some combination thereof.

10.0 Tender Guidelines

10.1 The VOC shall call tenders for the purchase of goods or supply of service or some combination thereof, when the value of such is expected to be greater than \$10,000.00.

10.2 As a minimum a tender shall be advertised in a newspaper having circulation in the Village or listing on the Nova Scotia Government Tenders website. The number of advertisements placed shall be decided upon on an individual tender basis as will the question of whether to use or not use newspaper advertising versus a website.

10.3 The Clerk Treasurer shall be authorized to send tender documents to firms and other entities when and where it is believed that same would have an interest in responding to the tender and where no fee is required to attain the tender documents.

10.4 A fee or deposit may be charged to interested parties prior to being given tender documents.

10.5 The tender documents shall state when tenders close and when and where the tender submissions are to be opened and that anyone may attend the opening.

10.6 Tenders received shall be marked with the time and date of acceptance.



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11.0 Opening of Tenders

- 11.1 Tenders shall be opened at the time and place specified in the tender documents in the presence of the Clerk Treasurer and either one other employee or one Commissioner.
- 11.2 In those situations where a tender(s) cannot be opened at the time and place specified, said opening shall be scheduled as soon as possible thereafter.
- 11.3 Tenders received after the closing time advertised shall be returned unopened to the bidder.
- 11.4 Only those tenders submitted in the proper form and including all the information, and meeting the requirements as stated in the tender shall be considered.
- 11.5 Once all the tender submissions have been opened, the Clerk Treasurer shall be required to review the submissions for any errors or omissions.
- 11.6 The Village Commission must by way of motion approve the awarding of any tender.
- 11.7 Tender documents must declare that any entity carrying out work for the Village of Chester must have in their possession that they meet the requirements of the Nova Scotia Occupational Health and Safety Act, Rules and Regulations (Safety Certified) including proof of Workers Compensation coverage. All tenders will require the respondent to provide proof of Commercial General Liability Insurance of a limit of not less than \$2,000,000 per occurrence for Products/Completed Operations and including Employers Liability. Said insurance will be endorsed to add the Village of Chester as an Additional Insured and provide 60 days notice to the Village of Chester in the event of cancellation or reduction in coverages. The Village of Chester reserves the right to increase these required limits to suit the nature of the work or services being tendered in future as the Village sees fit.
- 11.8 The tender documents shall state that the VOC reserves the right not to award a tender but rather may (1) choose not to proceed with



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the procurement of the goods or services or (2) may decide to make changes in the scope of the work being considered and choose to again call tenders.

- 11.9 The tender documents shall state that the VOC reserves the right not to award the tender to the lowest bidder due to financial consideration, work force, equipment, expertise, or reputation of the bidder.
- 11.10 All bidders shall be notified in writing of the VOC's decision on a tendered matter.

12.0 Quotations

- 12.1 The Village Commission may direct that quotations be attained for the procurement of materials, service(s) and /or equipment when the value of such is expected to be under \$10,000.
- 12.3 Quotations attained as direct (?) by the Village Commission must be in writing.
- 12.5 There will be no need for advertising where quotations are concerned.
- 12.6 A record shall be kept of all quotations received and shall include the date, amount quoted and any other necessary information.
- 12.7 Written quotations may be viewed immediately and can be opened by the Clerk without the elected official in attendance.
- 12.8 Incomplete quotations will not be accepted.
- 12.9 Quotation documents must declare that any entity carrying out work for the Village of Chester must have in their possession that they meet the requirements of the Nova Scotia Occupational Health and Safety Act, Rules and Regulations (Safety Certified) including proof of Workers Compensation coverage. All tenders will require the respondent to provide proof of Commercial General Liability Insurance of a limit of not less than \$2,000,000 per occurrence for Products/Completed Operations and including Employers Liability. Said insurance will be endorsed to add the Village of Chester as an Additional Insured



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Approved: February 10, 2016

Amendment:

Motion # 20-