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Policy Title:	Procurement Policy		R. 25/05/2020 (M2020-14)
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1. PURPOSE
A. LEGISLATIVE AUTHORITY:

A.1 *The Municipal Act, 2001*, Part VI, Section 270, as amended states that a local board shall adopt policies with respect to its procurement of goods and services, including policies with respect to:

a) Types of procurement processes that shall be used;
b) Goals to be achieved by using each type of procurement process;
c) Circumstances under which each type of procurement process shall be used;
d) Circumstances under which a tendering process is or is not required:
e) Circumstances under which in-house bids will be encouraged as part of a tendering process;
f) How integrity of each procurement process will be maintained;
g) How interests of the local board, public and persons participating in a procurement process will be protected;
h) How and when the procurement process will be reviewed to evaluate their effectiveness; and
i) Any other prescribed matter. 2001, c25, s. 270 (2).

A.2 Whereas in accordance with Section 270 of the Municipal Act, S. O. 2001, c.25 imposes on local boards the obligations to adopt policies with respect to the procurement of Good and Services;
And Whereas the Library Board of the Powassan & District Union Public Library deems it expedient to adopt Purchasing Policies and Procedures for the Library;
Now Therefore the Library Board of the Powassan & District Public Union Library adopts the following for its purchasing policy.

B. PURPOSE, GOALS and OBJECTIVES OF THE PURCHASING POLICY

The purpose, goals and objectives of the purchasing policy are:

a) to encourage competitive bidding;
b) to ensure objectivity and integrity in the purchasing process;
c) to ensure fairness between bidders;
d) to maximize savings for taxpayers;
e) to promote and support local businesses and tradespeople by giving them precedence within a 10% price variance and given a product and/or service of equal quality;
f) to offer a variety of purchasing methods, and to use the most appropriate method depending on the particular circumstances of the acquisition;
g) to the extent possible, to ensure openness, accountability and transparency while protecting the best interests of the Library and the taxpayers;
h) to obtain the best value for the Library when procuring goods and/or services;

i) to avoid real and perceived conflicts between the interests of the Library and those of Library staff and Public Library Board members and to ensure compliance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.5, as amended;
j) to promote and incorporate, wherever possible, in purchasing activities of the Library, the requirements of the Ontarians with Disabilities Act, 2001, S.O. 2001, c.,32 and its regulations, as amended;
k) to maintain timely and relevant policies and procedures, and to this end it is intended that this policy shall be reviewed at least every five (5) years or earlier, to evaluate its effectiveness, as per section 45.

2. DEFINITIONS

For the purposes of this Policy,

"Award" means authorization to proceed with the purchase of goods and/or services from a chosen supplier;

"Bid" means an offer or submission from a Supplier in response to a bid solicitation which is subject to acceptance or rejection by the Library;

"Bid Approval Report" means a completed purchase expenditure authorization, or Library Board report, which authorizes the purchase of goods and/or services and is executed by the purchasing authorities as set out in Schedule "C";

"Bid Deposit" means the form of security required by the terms and conditions of bid solicitations to guarantee that the successful supplier enters into a contract with the Library, as required by Section 26 of this policy;

"Bid Solicitation" means a formal request for bids including a request for informal quotation, request for quotation, request for prequalification, request for tender, request for proposal or request for expression of interest;

"Budget" means the annual budget of the Library approved by the Library Board and Municipal Council;

"Chair" means the Chair of the Library Board or his or her designate;

"Compliant Bid" means a bid that meets the terms and conditions of the bid solicitation and this policy;

"Conflict of Interest" means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Library is, or can be reasonably be perceived to be, in conflict with the interests of the Library, and includes, but is not limited to:
a) the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers goods and/or services to the Library;
b) a direct or indirect pecuniary interest in any business that provides goods and/or services to the Library;
c) a direct or indirect pecuniary interest to which section 5 of the Municipal Conflict of Interest Act applies;

"Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other engineering or architectural work and includes site preparation, excavation, drilling, soil or seismic investigation, the supply of products and materials and the supply of equipment and machinery incidental to the construction, and the installation and repair of fixtures of a building, structure or other engineering or architectural work;

"Contract" means a binding agreement between two or more parties that creates an obligation to provide goods or perform services;

"Designate" means a person authorized in writing to act on behalf of another;
"Disability" or "Disabilities" shall have the same meaning as set out in the Ontarians with Disabilities Act, 2001, or any successor legislation thereto;

"Disposal" means the selling, trading, assignment and/or scrapping of surplus assets;

“Employee” means full-time, part-time, student, temporary, contractual employee of the Library;

"Fair Market Value" means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arm's length who are fully informed and not under any compulsion to transact;

"Formal Bid Process" means the process for receipt of bids, as outlined in Section 24;

"Goods" means, in relation to procurement, moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property), including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract;

“Immediate family” means the spouse, common-law spouse, father, mother, brother, sister, son, daughter, stepbrother, stepsister, stepson, stepdaughter and grandchildren of an Employee of the Library;

"In House Bid" means a bid made by one or more Employees of the Library, which process has been authorized by the Library Board, submitted in response to a bid solicitation, where the provision of the goods and/or services will be provided by the employees of the Library;

“Library” means The Powassan & District Union Public Library;

“Library Board” means The Powassan & District Union Public Library Board;

“Library Chief Executive Officer (CEO)” means the highest library staff administrative position responsible for the overall operation and administration of the Powassan & District Union Public Library which reports directly to the Public Library Board;

"Lowest Compliant Bid" means the compliant bid that would provide the Library with the desired goods and/or services at the lowest cost;

"Municipal Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality of Powassan, his or her designate or any successor position thereto;

"Municipal Council" means the Councils of the Municipality of Powassan, Township of Nipissing, and Township of Chisholm

"Municipality" means the Municipality of Powassan, Township of Nipissing, and Township of Chisholm;

"Negotiation" means a purchasing method whereby the Library may negotiate directly with one or more suppliers with the intent to award a contract or extend an existing contract;

"Professional Services" means those services requiring the skills of professionals for a defined service requirement including,

a) librarians, authors, architects, engineers, designers, surveyors, geoscientists, project managers, lawyers, financial consultants, auditors, accountants, and medical professionals such as doctors, and dentists;
b) firms or individuals having specialized competence in library-related disciplines and in environmental, planning or similar disciplines; and,
c) software consultants and any other persons providing similar services;

"Purchase" means to acquire goods and/or services by purchase, rental, lease or trade;

"Purchase Order" means a written confirmation of the purchase of goods and/or services at a specific cost;

"Purchasing" means the process for obtaining goods and/or services;

"Quotation" means a binding statement of price, terms of sale and description of goods and/or services offered by a supplier;

"Request for Expression of Interest" or "RFEOI" means a public request made by the Library seeking responses from potential suppliers for the purposes of compiling a list of suppliers who may be interested in providing goods and/or services to the Library from time to time. Receipt of an expression of interest by the Library does not create any obligation between the potential supplier and the Library, but may be a precondition to qualifying for subsequent bid solicitations issued by the Library;

“Request for Informal Quotation” or “RFIQ” means a limited public request by the Library seeking submissions from a specific number of suppliers for purchases **greater than $10,000 and not exceeding $25,000;**

"Request for Pre-Qualification" or "RFPQ" means a public request by the Library seeking submissions outlining the experience, financial strength, education, background and significant personnel of potential suppliers who may, from time to time, qualify to supply goods and/or services to the Library;

"Request for Proposal" or "RFP" means a public request for proposals by the Library made in accordance with Section16 of this policy, seeking proposals to supply goods and/or services which may or may not result in an award by the Library;

"Request for Quotation" or "RFQ" means a request for Quotations by the Library for the provision of goods and/or services made in accordance with Section 13 and section 14 of this policy;

"Request for Tender" or "RFT" means a public request for Tenders by the Library made in accordance with Section 15 of this policy;

"Services" means intangible products that do not have a physical presence and includes professional services. No transfer of possession or ownership takes place when services are sold, and they: (1) cannot be stored or transported; (2) are instantly perishable; and (3) come into existence at the time they are bought and consumed;

"Single Source" means the non-competitive procurement process to acquire goods and/or services from a specific supplier even though there may be more than one supplier capable of delivery of the same goods and/or services;

"Sole Source" means there is only one source of the goods and/or services that meets the requirements of the Library;

"Special Circumstance" means:

a) an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of employees or the public;
b) an event that, unless immediately addressed, is likely to cause significant loss or damage to property; or
c) an event that has disrupted any essential service that needs to be re-established without delay.

"Specialized Services" means those services requiring the skills of trades including, but not limited to electrical, mechanical, drywall, painting, HVAC, roofing, plumbing, electronics, and insulation;

“Standing Offer” means an offer from a supplier that allows the Library to purchase goods and/or services, or a combination of goods and services, as and when requested, during a specific period of time, through the use of a call-up process which incorporates the conditions and pricing of the standing offer;

"Substantive Objection" means a written objection from a supplier with respect to a bid solicitation giving specific reasons for the objection;

"Supplier" means any individual or organization offering goods and/or services including but not limited to contractors, consultants, vendors and service organizations;

"Surplus Assets" means furniture, shelving, equipment, documents and other Library assets, which are obsolete, damaged not functional, or surplus to the Library;

"Tender" means a written detailed offer from a supplier to supply goods and/or services to the Library;

"Two Envelope Method" means a bid submitted in response to a Request for Proposal which requires the submission in separate bid envelopes, where the bid is evaluated as outlined in Subsection 15(f).

“Union Members” means the Township of Chisholm, the Township of Nipissing and the Municipality of Powassan

3. APPLICATION

a) The policies and guidelines outlined in this policy including all of the purposes, goals and objectives of Section 1 hereof, shall be followed for the purchase of all goods and/or services by the Library or any of its officers, servants and employees.
b) The methods of purchasing set out in Sections 9 to 21, and the reporting guidelines set out in Section 26, shall not apply to the purchase of those goods and services outlined in Schedule "A". This provision provides authority for the purchase of goods and services outlined in Schedule "A" as long as the funding is available in the budget.
c) Any contracts necessary to complete the purchase of goods and/or services outlined in Schedule "A" shall be signed by the Library CEO or her/his designate.
d) purchases may be made only when:
   (i) the contract (if applicable) has been prepared in a form satisfactory to the Library CEO;
   (ii) any financial securities and insurance required under the contract are satisfactory to the Library CEO; and
   (iii) funding is available in the budget for the purchase.

4. RESPONSIBILITIES AND AUTHORITIES

The Library CEO shall have all the necessary authority to administer this policy and to carry out her or his duties on behalf of the Library. The Library CEO may however delegate to an employee or employees, all or part of her or his authorities/responsibilities under the purchasing policy.

a) The Library CEO is responsible to and shall have the authority to:
   (i) acquire or dispose of goods and/or services;
   (ii) ensure open, fair and impartial purchasing processes for goods and/or services;
   (iii) approve accounts within the approved budget or any amendment to same approved by the Library Board and/or Municipal Council;
   (iv) prepare a report to the Library Board and/or Municipal Council to seek approval for any unspecified capital expenditures in the annual budget;
   (v) where appropriate and in the best interests of the Library, make purchases of goods and services locally when the quality and price of the merchandise compare favourably with other suppliers outside of the Municipality of Powassan, Townships of Chisholm and Nipissing, excluding tenders and RFP process;
   (vi) establish **administrative procedures and guidelines** for the implementation of this policy;
   (vii) call, receive, open and review **bids**;
   (viii) establish the terms and conditions of **bid solicitations**;
   (ix) establish **standards** for bid solicitations, purchase orders, contracts and other related documents;
   (x) ensure that all contract terms and conditions comply with the **bid solicitation**;
   (xi) provide guidelines on **procurement policies and procedures** and the structure, format and general content of bid solicitations;
   (xii) review proposed **bid solicitations** to ensure clarity, reasonableness and quality;
   (xiii) **manage contracts** to ensure goods and/or services are received by the Library and comply with contract terms and conditions;
   (xiv) ensure **compliance with this policy**;
   (xv) prepare and approve all **specifications and terms of reference**;

(xvi) encourage the development and use of **co-operative purchasing plans** with other units of government or their agencies or public authorities, where deemed beneficial to the Library;
(xvii) standardize the use of goods and/or services, where such **standardization** demonstrably supports the purposes, goals and objectives of this policy;
(xviii) monitor all **contract expenditures** and ensure that all financial limitations have been complied with and that all accounts are paid within the times set out in the contract;
(xix) monitor the **performance of suppliers**;
(xx) ensure that all goods and/or services purchased **have been received**; and
(xxi) carry out any **other delegated authorities** not part of this list and prescribed in this policy.

b) Resolutions approving budget amendments, capital expenditures or special appropriations shall specify the purpose of the expenditure, cost estimates or expenditure limitation, and shall specify from which fund an appropriation has been provided

c) Notwithstanding delegated purchasing authorities as per Schedule C, the Library Board may direct the CEO, prior to issuance of the RFQ, Request for Tender or Request for Proposals, to submit a recommendation of selected supplier(s) to the Board for approval when such action is considered necessary and in the best interests of the Library;

d) Any capital expenditure related to the construction or renovation of a library building will be under the responsibility of the Library Board and the Purchasing Policy of the Library will apply.

5. REQUIREMENT FOR APPROVED FUNDS

a) The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the approved or revised budget.

b) Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to the following:
(i) the identification and availability of sufficient funds in appropriate accounts for the current year within the approved or revised budget;
(ii) where the goods and/or services will continue to be required in subsequent years, in the opinion of the Library CEO, the required funding can reasonably be expected to be made available; and
(iii) the contract includes a provision that the supply of goods and/or services in subsequent years is subject to the approval of the budget estimates to meet the proposed expense.

6. ADVERTISING OF PURCHASING OPPORTUNITIES

a) Subject to subsection b) below, **purchases exceeding $100,000** for goods and/or services shall, as a minimum, be advertised:
(i) on the website of the Library and the Union Members and/or on any website designated by the Municipality for posting bid calls, from the date that the bid solicitation is issued up to and including the date on which the bid solicitation closes; and
(ii) one time, at least fourteen (14) calendar days before the bid solicitation closes, in a local newspaper that has a weekly circulation within the members of the Union.

b) Any person authorized by this policy to commence a purchase process, may direct that the advertising period as set out above be reduced where it is determined to be in the best interests of the Library.

c) No advertising is required for purchases where bidders have been previously pre-qualified in accordance with this policy.

d) Advertising is required for services that may be provided only by any of the following licensed professionals: engineers, librarians, land surveyors, architects, laboratory professionals, accountants, lawyers and paralegals.

7. PURCHASING DOCUMENTATION

a) A bid solicitation may specify a specific product or brand name to ensure consistency, to minimize risk to the Library, or for other valid purposes.

b) All changes to the standard bid solicitation template and related documents shall be reviewed and approved by the Library CEO and/or the Library's solicitor as authorized by the CEO.

c) Before issuance, all bid solicitations shall be reviewed by the Library CEO and/or the Library's solicitor as directed by the Library CEO.

8. METHODS OF PURCHASING

a) The estimated expenditure value (excluding taxes) of the goods and/or services will be determined using one of the methods of purchasing set out in Sections 9 to 21 of this policy. Should the quoted or bid price exceed the original estimated value of the purchase, such purchase is to be reported back to the Library Board for final decision.

b) Any authorized person procuring goods and/or services on behalf of the Library shall do so using one of the following methods of purchasing set out in Sections 9 to 21 ("Methods of Purchasing"). The methods may be utilized individually or in combination with one another, as may be appropriate in the circumstances.

c) All methods of purchasing, except for the exemptions in Schedule "A" and low value purchases shall be conducted through or reviewed by the Library CEO.

9. REQUEST FOR PRE-QUALIFICATION OF ACCEPTABLE SUPPLIERS

a) The Library CEO may conduct a request for pre-qualification to develop a list of suppliers that may be eligible to submit a bid on subsequent bid solicitations or to develop a roster in accordance with Section 23.

b) Pre-qualification may be considered in the following circumstances:
   (i) the work will require substantial project management by the Library and could result in substantial cost to the Library if the supplier is not appropriately experienced;
   (ii) the goods and/or services to be purchased must meet national safety standards;

(iii) the work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials or financial requirements;
(iv) the work involves miscellaneous repairs and services as required by the Library such as plumbers, electricians, mechanics, and drywall contractors and any other such types of professional tradesman ship;
(v) there could be substantial impact on the Library's operations if the work is not satisfactorily performed the first time; or
(vi) any other circumstances deemed appropriate by the Library CEO or Library Board in its sole and unfettered discretion.

c) Where deemed to be appropriate, an RFPQ shall be provided to the potential suppliers setting out the criteria for pre-qualification which may include, but are not limited to:
(i) experience on similar work (firm and staff assigned)
(ii) references provided from other customers for similar work;
(iii) verification of applicable licences and certificates;
(iv) health and safety policies and staff training; and,

d) Supplier submissions will be evaluated and ranked and a short list of prequalified suppliers will be invited to participate in the second step of the two-step purchasing process, being a request for proposal or a request for tender.

e) Following an RFPQ, the list of pre-qualified suppliers is to be approved by the Library CEO.

f) An RFPQ is not a legal offer but only an invitation for suppliers to make submissions to be considered to be a pre-qualified supplier.

g) All RFPQ's shall be conducted in accordance with submission instructions in the bid solicitation and Section 6 of this policy.

10. REQUEST FOR EXPRESSIONS OF INTEREST

The Library CEO may conduct a request for expression of interest for the purpose of determining the availability of suppliers and for the purpose of compiling a list of suppliers and may be used as a specific pre-condition of any method of purchasing utilized by the Library. The receipt of an expression of interest by the Library does not create any obligation between the potential supplier and the Library.

11. PETTY CASH and OTHER VERY LOW VALUE PURCHASES (LESS THAN $1000 EXCLUDING TAXES)

The Library CEO or his/her delegate is authorized to purchase goods and/or services of up to $1000 by using the Library's credit cards or by issuing a cheque. When the purchase is for the maintenance of the building and is over $500, see 11.1. Petty cash applies to **expenditures of $50 or less** from suppliers that do not hold an account under the Library's name. Employees are not required to complete the Declaration of interest form attached as Schedule "D".

11.1 LOW VALUE PURCHASES ($500 to $3,000 EXCLUDING TAXES)

The Library CEO will consult with the Property Committee before purchasing goods and/or services for the maintenance of the building between $500 and $3,000. The Property Committee may choose to bring the purchase to the Board prior to approving the purchase.

12. MEDIUM VALUE PURCHASES ($3000 TO $10,000 EXCLUDING TAXES)

a) Only purchases that can be demonstrated to have been made at fair market value shall be made.

b) At least three(3) written quotations shall be solicited, where reasonably available, analyzed and the results tabulated by the Library CEO. Quotations received shall be evaluated on price, the criteria outlined in the quotation request and this policy to determine the preferred supplier.

c) It is not necessary to solicit quotations for low value purchases if a supplier has already been identified as the preferred supplier for that category of goods and/or services by the Consortia Purchasing Services of the Southern Ontario Library Services.

d) Goods and/or services through the following means:
   i) purchase order to the supplier; or
   ii) direct invoice from the supplier approved and signed by the Library CEO

e) Employees shall complete the Declaration of Interest form attached as Schedule “D” when procuring goods and/or services up to a total value of $10,000, excluding taxes.

13. REQUEST FOR INFORMAL QUOTATIONS (RFIQ)
(PURCHASES GREATER THAN $3,000 AND NOT EXCEEDING $10,000 EXCLUDING TAXES)

a) For purchases with a total value greater than $10,000 and not exceeding $25,000, excluding taxes, an informal quotation method shall be utilized. At least three (3) written quotations shall be solicited, analyzed and the results tabulated by the Library CEO. Quotation received shall be evaluated on price, the criteria outlined in the quotation request and this policy to determine the preferred supplier.

b) The purchase requisition shall be prepared by the Library CEO, for signature and approval in accordance with the Purchasing Authorities set out in Schedule "C".

c) The Library CEO shall issue a purchase order when all documents required by the request for informal quotation and Subsection 13(a) of this policy have been received.

d) Employees shall complete the Declaration of Interest form attached as Schedule “D” when submitting an informal quotation.

14. REQUEST FOR QUOTATIONS (FORMAL)
(PURCHASES GREATER THAN $10,000 AND NOT EXCEEDING $100,000 EXCLUDING TAXES)

a) For purchases with a total value greater than $25,000 and not exceeding $100,000 excluding taxes, a request for quotations may be used to purchase and shall be issued by the Library CEO.

b) The Library CEO shall gather the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.

c) The Library CEO may conduct the bid solicitation using a list of suppliers already compiled.

d) At least three (3) quotations shall be solicited by the Library CEO, analyzed, and the results tabulated.

e) All RFQs shall be conducted by the Library CEO in accordance with Section 24.

f) Any bid irregularities shall be dealt with in accordance with Schedule "B".

g) Bids received shall be analyzed and evaluated by the Library CEO using the criteria outlined in the bid Solicitation, and this policy.

h) Where an award is recommended, the bid approval report will be prepared by the Library CEO, for signature and approval in accordance with the purchasing authorities set out in Schedule "C".

i) Employees shall complete the Declaration of Interest form attached as Schedule “D” when submitting a formal quotation.

15. REQUEST FOR TENDERS
(PURCHASES GREATER THAN $100,000 EXCLUDING TAXES)

a) For purchases with a total value greater than $100,000, excluding taxes, a request for tender may be issued through the Library CEO provided that all of the following conditions apply:
   (i) three (3) or more sources are considered capable of supplying the goods and/or services ;
   (ii) the goods and/or services are adequately defined to permit the evaluation of tenders against clearly defined criteria; and
   (iii) it is intended that the lowest compliant bid will be accepted, subject to the Library's discretion as contained within the request for tender, and this policy.

b) All RFT's shall be conducted in accordance with Section 24.

c) The Library CEO shall gather the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.

d) All RFT's shall be advertised in accordance with Section 6 except where a list of pre-qualified suppliers has been compiled in accordance with section 9.

e) Where an RFPQ has previously been conducted, only pre-qualified suppliers shall be notified and bids shall only be accepted from prequalified suppliers.

f) Any bid irregularities shall be dealt with in accordance with Schedule "B".

g) Bids received shall be analyzed and evaluated by the Library CEO using the criteria outlined in the bid solicitation, and this policy.

h) The bid approval report shall be prepared in accordance with Section 26.

i) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule "C" and all contracts shall be signed in accordance with the bid solicitation documents.

j) Employees shall complete the Declaration of Interest form attached as Schedule "D" when submitting a bid.

16. REQUEST FOR PROPOSALS
(PURCHASES GREATER THAN $10,000 EXCLUDING TAXES)

a) A request for proposal shall be issued by the Library CEO where the method of purchasing meets one or more of the following criteria:
   (i) the purchase is required as a result of a particular problem, requirement or objective;
   (ii) the selection of the supplier depends more upon the effectiveness of the proposed solution, rather than the price alone; and/or
   (iii) the precise goods and/or services, or the specifications therefore, are not known or are not definable and it is expected that suppliers will further define them.

b) The Library CEO shall conduct the RFP.

c) RFPs may require suppliers to submit a bid in two (2) sealed envelopes (Two Envelope Method). The first envelope will contain the form of proposal and corporate and key personnel qualifications, methodology, schedule and any other technical requirements of the bid solicitation. The second envelope will contain the proposed fee for the services, and will only be opened once the qualitative analysis has been completed. All bids will be evaluated based on the evaluation criteria outlined in the bid solicitation by an evaluation team and this policy.

d) RFPs shall be conducted by the Library CEO in accordance with Section 24.

e) RFPs shall be advertised in accordance with Section 6, except where a list of pre-qualified suppliers has been compiled in accordance with Section 9.

f) Any bid irregularities shall be dealt with in accordance with Schedule "B".

g) Bids received shall be analyzed and evaluated by the Library CEO using the criteria outlined in the bid solicitation and this policy.

h) The bid approval report shall be prepared in accordance with Section 26.

i) All purchases shall be authorized in accordance with the purchasing authorities set out in Schedule “C” and all contracts shall be signed in accordance with the bid solicitation documents.

j) Employees shall complete the Declaration of Interest form attached as Schedule “D” when submitting a bid.

17. STANDING OFFERS

a) The purpose of a standing offer is to facilitate the purchase of goods and/or services to be supplied on an ongoing basis at a predetermined amount over a defined period.

b) The Library CEO may establish standing offers using the applicable bid mechanism based upon the estimated annual expenditure.

c) Standing offer terms shall not exceed 36 months period from the date of the standing offer approval.

d) Employees shall complete the Declaration of Interest form attached as Schedule “D” when submitting a bid for a standing offer.

18. PURCHASE OF USED EQUIPMENT

a) Providing that such expenditures have been approved in the budget, the Library CEO is authorized to purchase used equipment that is sold by other libraries or municipalities by private sale or public auction; sold through a vendor licensed to sell used equipment; by sealed bid; or by negotiations providing that:
   (i) the equipment meets or exceeds the Library’s equipment requirements;
   (ii) it is documented that it is fiscally responsible to purchase a used piece of equipment rather than purchase new.

b) The Library CEO is exempt from the Library’s formal quotation/tender/RFP process when purchasing used equipment in accordance with this Section.

19. SPECIAL CIRCUMSTANCE PURCHASES

a) In cases of special circumstance, as determined by the operator in charge or the Library CEO, the purchase of goods and services may be authorized in accordance with this section and Schedule "C".

b) All such purchases must be reported to the Library CEO on the following business day. If the expenditure has not been approved in the budget, a report shall be submitted to the Library Board by the Library CEO, as soon as reasonably possible, setting out details of any purchases made pursuant to this authority and the circumstances justifying the action taken.

c) Contracts required to effect special circumstances purchases shall be signed by the Library CEO.

d) Employees shall complete the Declaration of Interest form attached as Schedule "D" when submitting a bid for a special circumstance purchase.

20. CO-OPERATIVE PURCHASING

The Library may enter into arrangements with any government body, ministry, agency, board, corporation or authority on a cooperative or joint basis for purchases of goods and/or services where there are economic advantages in so doing and such purchases comply with this policy.

21. SINGLE SOURCE PURCHASES

a) Bid solicitations are not required for single source purchases, provided that any of the following conditions apply:
    a. a sole source is being recommended by the Library CEO;
    b. the compatibility of a purchase with existing equipment , product standards, facilities or service is a paramount consideration;
    c. a good is purchased for testing or trial use;
    d. there is an absence of competition for technical reasons and the goods and/or services can only be supplied by a particular supplier;
    e. an unforeseeable situation of urgency exists and the goods and/or services cannot be obtained in time by means of open procurement procedures;
    f. the Library has a rental contract with a purchase option and such purchase option is beneficial to the Library;
    g. for matters involving security, police matters or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the supplier or the Library;
    h. there are no bids in response to a bid solicitation;
    i. a roster for professional services has been developed in accordance with Section 23 of this policy.

b) The bid approval report shall be prepared in accordance with Section 26.

c) All single source purchases of a value **below $25,000** excluding taxes and included in the budget shall be authorized by the Library CEO; all other single source purchases shall be authorized by the Library Board and/or Council and all contracts shall be signed in accordance with the bid solicitation documents.

d) Employees shall complete the Declaration of Interest form attached as Schedule “D” when submitting a bid for a single source purchase.

22. NEGOTIATION

a) Notwithstanding that negotiation may be a component of another procurement process, negotiation may be used for purchases of goods and/or services when any of the following criteria apply:
   i. the required goods and/or services are in short supply;
   ii. competition is precluded due to the existence of any patent right, copyright, technical secret or control of raw material;
   iii. a sole source has been approved;
   iv. two (2) or more identical bids are received;
   v. the lowest compliant bid received meeting all specifications exceeds the budgeted amount;
   vi. the extension of an existing contract would be more effective;
   vii. only one (1) bid is received in response to a bid solicitation;
   viii. the bid solicitation process has been cancelled without award;
   ix. a roster for professional services has been developed in accordance with Section 23 of this policy;
   x. there is Library Board and/or Council authorization to do so.

b) The bid approval report shall be prepared in accordance with Section 26.

c) All purchases shall be authorized in accordance with the purchasing authorities set out in Schedule "C" and all contracts shall be signed as set out in the bid solicitation documents.

23. ROSTER FOR PROFESSIONAL OR SPECIALIZED SERVICES

a) An RFPQ or an RFEOI may be conducted for the purpose of developing a roster of qualified suppliers of professional services or specialized services for groups of projects requiring similar and particular expertise. While the use of a roster is strictly optional, the associated RFPQ or RFEOI shall be conducted in accordance with the provisions of this policy.

b) The Library CEO will prepare the RFPQ or RFEOI, inviting interested suppliers to submit bids outlining, among other things, their qualifications, availability, recent project experience, key personnel and roles, and sufficient references for work of a similar nature.

c) An evaluation team consisting of the Library CEO and the Chair of the Property Committee or Board Member shall analyze and evaluate the responses received using the criteria outlined in the RFPQ or RFEOI and this policy to select a number of qualified suppliers of professional or specialized services which shall be placed on a roster.

d) On subsequent projects, suppliers of professional services or specialized services may be selected from the roster to submit detailed proposals in response to a bid solicitation, in accordance with Sections 11 through 15 of this policy. The Library CEO shall invite suppliers on the roster to provide services, using best efforts to equally distribute opportunities amongst the suppliers on the roster.

e) Alternatively, a supplier may be selected from the roster to submit a bid for professional services or specialized services in accordance with Section 21 or 22 of this policy.

f) Rosters shall be updated at least once every three (3) years.

24. FORMAL BID PROCESS

a) All bids (with the exception of submissions in response to requests for pre-qualification) shall be received by the Library CEO in accordance with the instructions in the bid solicitation, and opened in public at the time and place stated in the bid solicitation unless specified otherwise in the bid solicitation documents.

b) All prospective bidders shall be supplied with one copy of the official bid solicitation document, and a set of plans and/or specifications as applicable. A complete list of prospective bidders, including address, phone and fax numbers is to be maintained to facilitate the distribution of potential written addenda.

c) The opening of all bids shall be attended by the Library CEO and the Chair of the Property Committee.

d) Closing times for sealed bids will be determined by the Library CEO, at the designated location.

e) A bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last bid received will supersede and invalidate all bids previously received by that bidder. Only one bid from a firm, partnership, corporation or association will be considered.

f) A bidder may withdraw his bid at any time up to the official closing time by letter bearing his signature.

g) The bid form shall also provide an area to provide for the bidder's signature, company name, company address, telephone number, fax number and e-mail address.

h) Bids received which comply with this policy shall be opened and the suppliers name and the bid amount(s) shall be read aloud and recorded. When the bid solicitation is for registration purposes, only the supplier's name will be read aloud and recorded.

i) When only one (1) bid is received, only the supplier's name shall be read aloud. The bid amount shall not be read aloud.

j) Bid irregularities shall be administered in accordance with Schedule "B".

25. DISQUALIFICATION OF A SUPPLIER/BIDDER

Notwithstanding other provisions in this policy where the following disqualification criteria apply, the Library may, in its sole discretion, disqualify a supplier from bidding on any bid Solicitation or reject a bid if a Supplier:

i. has, at any time, threatened, commenced or engaged in legal claims or litigation against the Library or the Municipality;
ii. Is involved in a claim or litigation initiated by the Library or the Municipality;

iii. previously provided goods and/or services to the Library or the Municipality in an unsatisfactory manner;
iv. has failed to satisfy an outstanding debt to the Library or the Municipality ;
v. has a history of illegitimate, frivolous, unreasonable or invalid claims;
vi. provides incomplete, unrepresentative or unsatisfactory references; or
vii. has engaged in conduct that leads the Library to determine that it would not be in the Library's best interests to accept the bid.

26. REPORTING PROCEDURES

a) Prior to any award, a bid approval report shall be prepared by the Library CEO, signed and authorized in accordance with the Purchasing Authorities set out in Schedule "C".
b) The Library CEO shall submit to the Library Board and/or Council a report of any goods and services purchased through bid solicitations in excess of $25,000 with a list of suppliers, total award, amount budgeted and description of goods and services.

27. PRESCRIBED LIBRARY BOARD APPROVAL

Notwithstanding any other provision of this policy, the following awards require Library Board approval:

i. the recommended award exceeds the amount budgeted for the purchase
ii. the award or purchase exceeds $5,000 excluding taxes;
iii. the authority to award has not been expressly delegated to staff of the Library ;
iv. the recommended award is not the lowest compliant bid.

28. DOCUMENT EXECUTION AUTHORITY

Employees or officers of the Library identified in the bid solicitation documents or this policy shall have the authority to execute contracts and all other documents necessary to effect the award or purchase of goods and/or services, up to the prescribed limits, provided that the documents have been prepared in a satisfactory form.

29. FINANCIAL SECURITIES AND INSURANCE

a) Bid deposits

i. Bid deposits shall be required to accompany bid submissions for all bids for projects with an estimated value of more than $50,000.00, excluding taxes, and for any other contract, scope of work or purchase as deemed appropriate by the Library CEO.
ii. Bid deposits for expenditures of $50,000 up to $99,999 shall be no less than 2% of the estimated value of the work before bidding or an amount equal to a minimum of 2% of the bid submitted.
iii. Bid deposits for expenditures of $100,000 up to $199,999 shall be no less than 5% of the estimated value of the work before bidding or an amount equal to a minimum of 5% of the bid submitted.
iv. Bid deposits for expenditures of $200,000 or more shall be no less than 10% of the estimated value of the work before bidding or an amount equal to a minimum of 10% of the bid submitted.
v. A bid deposit shall be provided in one of the following formats:
    - a bid or agreement bond issued by a bonding agency currently licensed to operate in the Province of Ontario naming The Library as the obligee;
    - a certified check made payable to The Powassan & District Union Public Library;
    - an irrevocable letter of credit naming the Library as the beneficiary;
    - a bank draft or money order made payable to The Powassan & District Union Public Library.
vi. A bid deposit shall be provided in Canadian currency.

vii. The Library does not pay interest on any bid deposits.
viii. All bid deposits must be originals, signed and sealed. No fax or photocopies will be accepted.
ix. The Library is authorized to cash and deposit any bid deposit in the Library's possession that is forfeited as a result of non-compliance with any of the terms, conditions and/or specifications of a sealed bid.

b) Bonding requirements

i. All bonds must be originals, signed and sealed. No fax or photocopies will be accepted.
ii. A periodic renewable performance bond may be requested for any multi-year contracts.

c) Insurance

The Library CEO shall ensure to identify on bid documents, RFTs, FRPs the minimum insurance standards and or coverage required. Any selected insurance coverage must meet or exceed the following minimum requirements:

i) $2 million – general liability policy;
ii) $2 million - automobile liability policy;
iii) $2 million – homeowners (e.g. rental of facilities);
iv) $2 million – professional errors and omissions liability;

The successful bidder must furnish, at his/her cost, a "certified copy" of a liability insurance policy covering public liability and property damage, for no less than the minimum amounts set out above, to the satisfaction of the Library and in force for the entire contract period. The policy must contain:

i) a "Cross Liability" clause or endorsement;
ii) an endorsement certifying that Library and the successful bidder are included as an additional named insured;
iii) an endorsement to the effect that the policy or policies will not be altered,

The contractor's liability insurance policy shall not contain any exclusions of liability for damage, etc. to property, building or land arising from:

i) removal or weakening of support of any property, building or land whether such support is natural or otherwise;
ii) use of explosives for blasting;
iii) vibration from pile driving or caisson work - minimum coverage for any such loss or damage shall be $5 million.

Successful bidder must furnish to the Library a current WSIB certificate, as specified in the bid solicitation documents.

Failure to comply with all terms and conditions of a bid solicitation, including failure to provide proof of insurance and financial securities as required, shall be just cause for cancellation of the award.

30. BID IRREGULARITIES

The process for evaluating irregularities contained in bids pertaining to all bid solicitations shall include the use of the criteria set out in Schedule "B". However, the evaluation of bid irregularities is not limited to the criteria set out in Schedule "B" and shall include such matters as the Library Board deems appropriate in its sole and absolute discretion.

31. FORM OF CONTRACT

a) An award may require a formal written agreement or a purchase order.

b) A purchase order may be used when the resulting contract is deemed straightforward, in the opinion of the Library CEO, and will refer to the Library's standard terms and conditions outlined in the bid solicitation.

c) A formal written agreement satisfactory to the Library CEO shall be used when the resulting contract is deemed complex, in the opinion of the Library CEO.

d) It shall be the responsibility of the Library CEO to determine if it is in the best interest of the Library to establish a formal written agreement with the supplier.

32. SUPPLIER PERFORMANCE

The Library CEO shall monitor and document in writing the performance of suppliers providing goods and/or services to the Library. References of such supplier may be carried out prior to approval or refusal of provided performance review.

33. SUBSTANTIVE OBJECTION PROCEDURE

a) The Library encourages competitive bidding and an open, accountable and transparent process for the purchase of goods and/or services.

b) To maintain the integrity of the process, suppliers who believe they have been treated unfairly shall submit a substantive objection to the Library CEO providing sufficient detail regarding the complaint.

c) The Library CEO will arrange a meeting with the supplier who submitted the substantive objection to review the substantive objection and where required, explain the evaluation process that led to the selection of the successful supplier.

d) The Library CEO will investigate the substantive objection and will make a recommendation to the Library Board as to what steps should be taken, if any. The Library Board shall make a decision on the substantive objection. The Library Board's decision is final.

34. LOBBYING RESTRICTIONS

a) Suppliers, their staff members, or anyone involved in preparing bids shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the purchasing process or subsequent award. This restriction extends to all of the Library's staff and members of the Library Board.

b) The Library may reject any bid by a supplier that engages in such lobbying, without further consideration, and may terminate that supplier's right to continue in the purchasing process.

c) During a bid solicitation process, all communications shall be made through the Library CEO. No supplier or person acting on behalf of a supplier or group of suppliers, shall contact any Library Board member or any employee of the Library to attempt to seek information or to influence the award.

d) Library Board members shall refer any inquiries about a bid solicitation process to the Library CEO.

35. ACCESS TO INFORMATION

a) The disclosure of information received relevant to bid solicitations or awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including primarily the Municipal Freedom of Information and Protection of Privacy Act, R.S.O1990, c. M.56, as amended.

b) All suppliers who contract with the Library shall adhere to or exceed the standards set in the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act, 2004, S.O. 2004, c . 3, Sched. A, or other relevant Ontario or federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Library as relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal (health) information, other confidential information of the Library, and all records thereof which they come into contact with in the course of performing services or providing goods to the Library.

36. SURPLUS ASSETS

A. Documents

i. The Library CEO and/or the Library Branch Head shall have authority to dispose of damaged and obsolete Library documents and to weed them from the Library's collections.
ii. Weeded material may be sold in the Downstairs Used Book Store managed by the Friends of the Library. Proceeds from the sales are to be used to purchase new books for the Library collection.

B. Other surplus assets

i. Library surplus assets other than documents shall first be offered to the Union Members.
ii. All surplus assets not required by the Union Members may then be offered to public sector agencies and charitable organizations within the Union Members
iii. Subsequent to section ii), surplus assets may be donated to non-profit agencies or non-profit institutions for educational or teaching purposes only. Donated items shall not be re-sold.
iv. Surplus assets not required by the Municipality or local organizations may be offered to other provincial libraries.
v. The Library CEO shall have the authority to sell or dispose of all surplus assets, by sealed bid, public sale or public auction, or through the Library municipal website or any other online classified site(s).
vi. The Library shall be credited with the net proceeds, if any, from the disposal of its surplus assets unless otherwise agreed.
vii. Surplus assets shall not be sold directly to a Library employee, to a member of the Library Board, to a Municipal Employee or to a member of Council, although this does not prohibit any Library employee, Library Board member, Municipal employee or member of Council from purchasing surplus assets being sold through a public process.

37. COMPLIANCE

a) All persons involved in the purchase of goods and/or services provided for in this policy, shall act in a manner consistent with the requirements and objectives of this policy.

b) Contracts or purchases may not be divided into two (2) or more parts to avoid the requirements of this policy.

c) Any goods and/or services that are obtained in contravention of this by policy will be subject to investigation by the Library, following which the Library will take the necessary corrective action.

d) Any employee of the Library who knowingly contravenes this policy is committing a serious act of misconduct and may be held personally liable for the full value of the purchase as well as disciplinary action up to and including termination.

38. ENVIRONMENTALLY SOUND ACQUISITIONS

The Library will endeavor to include specifications in bid solicitations that provide for energy efficient products, reusable products and products that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are competitively priced.

39. IN-HOUSE BIDS

a) An in-house bid is a process that allows for Library employees to compete with external entities for procurement opportunities. In-house bids may be used for the procurement of goods and services in circumstances where the Library CEO considers it appropriate to do so.

b) When in-house bids will be considered, all potential suppliers shall be advised in the bid documents that in-house departments will be permitted to submit bids.

40. PROVIDING ASSISTANCE

The Library CEO has the authority, provided there is no adverse impact upon the operations of the Library, to lend, lease, rent or otherwise provide any equipment or other goods owned by the Library to any federal, provincial or municipal body, ministry, agency, board, corporation or other public authority when such action is reasonably justified due to unforeseen conditions, and shall report such action to the Library Board forthwith.

41. CONFLICT OF INTEREST

a) No goods and/or services shall be purchased for any elected or appointed officials, members of a board or commission, Municipal officers and employees and their immediate family, or for Library officers, employees or their immediate family, except in accordance with this policy.

b) The employee or the immediate family of an employee of the Library who has the responsibility for declaring surplus assets shall not bid on or personally obtain any goods that he or she has declared as surplus.

c) Goods and/or services can be purchased, in accordance with the requirements of this policy, from employees and such employees shall, for any purchases of goods and/or services complete the Declaration of Interest form attached as Schedule “D”.

d) Every elected official, appointed officer, employee of the Library or the Municipality and member of an employee's immediate family is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded, any rebate, gift or money, except:
   i. gifts of a very small intrinsic value; or

ii. moderate hospitality during the normal course of business that would not significantly exceed what the Library, through the employee's expense account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.

e) Subject to section 41(c) above, all elected officials, all Library Board members, officers or Employees of the Library or the Municipality shall declare any conflicts of interest to the Library CEO and shall have no involvement in a purchasing process where a conflict of interest exists, including, but not limited to:
   i. requesting the goods and/or services, setting the parameters of the purchase, evaluating bids or recommending, deciding or making awards;
   ii. direct contact with those making those purchasing decisions.

f) Suppliers shall not be allowed to submit a bid for any bid solicitation in which the supplier has participated in the preparation of the bid solicitation, and any such bid submitted shall be disqualified except where such supplier has been specifically authorized by the Library Board and/or Council to participate in such bid solicitation.

42. SEVERABILITY

If any Section or Sections of this policy or parts thereof are found by an adjudicator of competent jurisdiction to be invalid or beyond the power of the Library Board to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the policy shall be deemed to be separate and independent there from and shall continue in full force and effect unless and until similarly found invalid or beyond the power of the Library Board to enact.

43. EXEMPTIONS

The Library CEO shall submit a report to the Library Board about any exemption request from any or all of the purchasing methods outlined in this policy. Such exemption must be granted through a Library Board resolution.

44. REVIEW / REJECTION OF BIDS

In addition to the criteria set out in section 26 of this policy, the Library may consider the following matters as part of the review of all bids received in a bid solicitation process:

a. The Library shall have the right to reject any, or all, proposals for any reason, or to accept any proposals which the Library in its sole unfettered discretion deems most advantageous to itself. The lowest, or any, proposals will not necessarily be accepted and the Library shall have the unfettered right to:
   i. accept a non-compliant tender/RFP;
   ii. accept a tender/RFP which is not the lowest tender; and
   iii. reject a tender/RFP that is the lowest bid even if it is the only tender received.

b. The Library reserves the right to consider, at the bid solicitation stage and/or during the evaluation of proposals all or some of the following criteria in assessing a tender, none of which shall be binding on the Library and which may include, but are not limited to;
   i. information provided in the tender/RFP document itself;
   ii. information provided in response to enquiries of credit and industry references set out in the tender/RFP;

iii. information received in response to enquiries made by the Library of third parties apart from those disclosed in the tender/RFP in relation to the reputation, reliability, experience and capabilities of the bidder;
iv. the manner in which the bidder provides services to others;
v. the experience and qualification of the bidder's senior management, and project management;
vi. the compliance of the bidder with the Library's requirements and specifications;
vii. innovative approaches proposed by the bidder in the tender, and,
viii. the Library's policies relating to tendering and issuing contracts to third parties.

c. The Library may rely upon the criteria which the Library deems relevant, even though such criteria may not have been disclosed to the bidder. By submitting a bid, the bidder acknowledges the Library's rights under this Section and absolutely waives any right, or cause of action against the Library and its consultants, by reason of the Library's failure to accept the bid submitted by the bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

45. POLICY REVIEW

The Library CEO shall review the effectiveness of this policy at least every five (5) years and report to the Library Board as necessary.

Schedule “A”

The purchase of the items in Schedule "A" shall be made in accordance with Section 3 of this By-law.

1. Petty cash items

2. Payments made in accordance with salaries and payroll benefits, including temporary help agency employees, as authorized by the Library Board.

3. Collections:
   a) Documents (books, audiobooks, DVDs, CD-ROMs, CDs)
   b) Subscriptions to magazines, newspapers, serials or electronic databases
   c) Inter-library loan charges

4. Expenditures for training and education
   a. Attendance at conferences, seminars, training sessions, courses and conventions
   b. Membership fees
   c. Fees for trainers/facilitators
   d. Staff development

5. Refundable employee/Library Board member expenses
   a. Meal allowances
   b. Travel and entertainment
   c. Miscellaneous expenses
   d. Advances

6. General expenses
   a. Licenses (information systems, copyright, etc.)
   b. Bank loan payments including temporary loans
   c. Interest on temporary bank loans and bank and credit card charges
   d. Insurance premiums
   e. Damage claims
   f. Petty cash reimbursement
   g. Government remittances (i.e. EHT, WSIB, PST, GST, etc…)
   h. Payment to or on behalf of individuals in regards to programs authorized by the Library Board
   i. Overpayments and reimbursements (lost material, program fees, etc.)
   j. Supply, services and maintenance contracts
   k. Leases and rental agreements
   l. All expenses related to contracts and capital expenditures approved by the Library Board, except for final holdback payment when applicable
   m. All invoices of less than $1,000
   n. Postal services and delivery charges

7. Professional and Special Services Fees
   a. Committee Fees
   b. Fees for professional legal or expert services
   c. Appraiser Fees
   d. Honorariums
   e. Advertising

8. Ongoing maintenance and software licensing agreements for equipment such as computer hardware and software, telecommunications equipment, elevators, and HVAC equipment. Utilities
    a. Water and Sewer
    b. Electricity
    c. Gas
    d. Communication Infrastructure Services such as Agilis, Bell, Rogers, Virgin Mobile, etc.

9. Specific payments as authorized by the Library Board and/or Council
    a. All fees related to property acquisition
    b. Expropriations
    c. External audits
    d. Legal Services
    e. Consultants

Schedule “B”

RESPONSES FOR ADMINISTERING IRREGULARITIES CONTAINED IN BIDS

IRREGULARITY		RESPONSE
1	Late bids	Automatic rejection Returned unopened to the bidder
2	Unsealed envelopes	Automatic rejection
3	INSUFFICIENT FINANCIAL SECURITY	
	a) No bid deposit, uncertified cheque, or financial security not an original (e.g. a photocopy or a facsimile of a financial security)	Automatic rejection
	b) Amount of financial security is insufficient: i. Amount of security is expressed as a percentage of the total bid sum ii. Amount of security is expressed as a dollar figure	Automatic rejection Automatic rejection unless in the opinion of the Library CEO, the insufficiency in the financial security is trivial or insignificant Automatic rejection
	c) Name, or signature of supplier, or bonding company are missing or incomplete	Automatic rejection
	d) Failure to provide a letter of agreement to bond (if required)	Automatic rejection
4	BID DOCUMENT EXECUTION	
	a) Bids completed in erasable medium	Automatic rejection
	b) Signature issues i. Signature of representative authorized to bind the supplier missing or incomplete on the bid document. ii. Electronic signature of representative authorized to bind the supplier show non form of submission	 Automatic rejection Two (2) working days to obtain original signature
	c) Form of proposal or quotation missing or incomplete	Two (2) working days to correct to the satisfaction of the Library CEO or the Library reserves the right to waive initialing and accept bid otherwise automatic rejection.
	d) Form of tender missing or incomplete	Automatic rejection
	e) Signature of witness, if required, missing or incomplete	Two (2) working days to correct, or Library reserves the right to waive initialing and accept bid otherwise automatic rejection

	IRREGULARITY	RESPONSE
	f) Date of bid missing or incomplete	Two (2) working days to correct, otherwise automatic rejection or, if stated in the bid solicitation, automatic rejection.
5.	Incomplete, illegible or obscure bids or bids which contain information not called for, erasures, overwriting or strikeouts (not initialed)	Two (2) working days to correct to the satisfaction of the Library CEO or the Library reserves the right to waive initialing and accept bid otherwise automatic rejection.
6.	Document in which all necessary addenda have not been acknowledged.	Two (2) working days to confirm bid to the satisfaction of the Library CEO or, if stated in the bid solicitation, automatic rejection.
7	Failure to attend mandatory site visit (if required)	Automatic rejection
8	Bid received on documents other than those provided in the bid solicitation	Automatic rejection unless allowed for in the bid solicitation
9	Failure to insert the bidder's business name in the space provided in the bid solicitation form.	Automatic rejection unless, in the opinion of the Library CEO, the incomplete nature is trivial or insignificant.
10	Mathematical errors	Two (2) working days to initial the corrections as made by the Library. Unless otherwise stated in the bid, the unit price shall prevail and the total bid price shall be adjusted accordingly. The Library reserves the right to waive initialing and accept bid as corrected.
11	Qualified bids (bids qualified or restricted by an attached statement)	Automatic rejection
12	Bids containing minor obvious clerical errors.	Two (2) working days to confirm bid to the satisfaction of the Library CEO
13	Any other irregularities	Upon legal opinion, the Library CEO shall have the authority to waive other irregularities or grant two (2) working days to initial such irregularities considered to be minor.

Schedule "C"

METHOD OF PROCUREMENT, PURCHASE AUTHORITY
AND EXECUTION AUTHORITY SUMMARY

Method of Purchasing	Dollar Values/ Financial Limits	Budget	Purchasing Authority*	Type of Agreement with Supplier
Petty Cash/Expense account (refer to section 12 of policy)	$300 or less		☒ Employee Designate ☒ CEO ☐ Library Board	Cash, purchase order or Library credit card
Low Value (for routine purchases of low dollar value) (refer to section 13 of policy)	$300 to $10,000	☒ Included ☐ Not included	☒ Employee Designate ☒ CEO ☐ Library Board	Cash, purchase order or Library credit card
Low Value (for routine purchases of low dollar value) (refer to section 13 of policy)	Up to $10,000	☐ Included ☒ Not included	☐ Employee Designate ☒ CEO ☒ Library Board	Cash, purchase order or Library credit card
Informal Quotation *3 quotes obtained (refer to section 14 of policy)	$10,000 to $25,000	☒ Included ☐ Not included	☐ Employee Designate ☒ CEO ☐ Library Board	Purchase order or legally executed agreement
Informal Quotation *less than 3 quotes due to unavailability of 3 acceptable suppliers (refer to section 14 of policy)	$10,000 to $25,000	☒ Included ☐ Not included	☐ Employee Designate ☒ CEO ☐ Library Board	Purchase order or legally executed agreement
Informal Quotation *3 quotes obtained (refer to section 14 of policy)	$10,000 to $25,000	☐ Included ☒ Not included	☐ Employee Designate ☒ CEO ☒ Library Board	Purchase order or legally executed agreement
Informal Quotation *less than 3 quotes due to unavailability of 3 acceptable suppliers (refer to section 14 of policy)	$10,000 to $25,000	☐ Included ☒ Not included	☐ Employee Designate ☐ CEO ☒ Library Board	Purchase order or legally executed agreement
Formal Quotation (formal bid solicitation to obtain quotations from at least 3 suppliers) (refer to section 15 of policy)	$25,000 to $100,000	☒ Included ☐ Not included	☐ Employee Designate ☒ CEO ☐ Library Board	Purchase order or legally executed agreement
Formal Quotation (formal bid solicitation to obtain quotations from at least 3 suppliers) (refer to section 15 of policy)	$25,000 to $100,000	☐ Included ☒ Not included	☐ Employee Designate ☐ CEO ☒ Library Board	Purchase order or legally executed agreement
Request for Tender (refer to section 16 of policy)	$100,000 to $250,000	☒ Included ☐ Not included	☐ Employee Designate ☒ CEO ☐ Library Board	Purchase order or legally executed agreement
Request for Tender (refer to section 16 of policy)	$100,000 to $250,000	☐ Included ☒ Not included	☐ Employee Designate ☐ CEO ☒ Library Board	Purchase order or legally executed agreement

**Purchasing Authority means positions authorized to make and/or approve purchase.

METHOD OF PROCUREMENT, PURCHASE AUTHORITY
AND EXECUTION AUTHORITY SUMMARY (Cont'd)

Method of Purchasing	Dollar Values/ Financial Limits	Budget	Purchasing Authority*	Type of Agreement with Supplier
Request for Tender (refer to section 16 of policy)	$250,000 and more		☐ Employee Designate ☐ CEO ☒ Library Board	Purchase order or legally executed agreement
Request for Proposal (refer to section 17 of policy)	>$10,000 to $25,000		☐ Employee Designate ☒ CEO ☒ Library Board	Purchase order or legally executed agreement
	Less than $75,000		☐ Employee Designate ☒ CEO ☒ Library Board	Purchase order or legally executed agreement
	More than $75,000		☐ Employee Designate ☐ CEO ☒ Library Board	Purchase order or legally executed agreement

**Purchasing Authority means positions authorized to make and/or approve purchase.

SCHEDULE "D"

DECLARATION OF INTEREST

1) ☐ I certify that I have no Conflict of Interest to declare under paragraphs (A) and (B) of this section.

2) EMPLOYMENT STATUTS: I am (name) _____

☐ An employee of the Powassan & District Union Public Library

☐ A member of the Powassan & District Union Public Library Board.

3) INTERESTS

The Conflict of Interest that I have to declare is as follows:

☐ I declare that I hold securities issued by each of the enterprises listed below or of the voting rights attached to such securities:

_____

_____

_____

(Name, address and nature of business firm)

☐ I declare that I am

☐ an employee ☐ an administrator ☐ owner a creditor of the businesses mentioned below:

_____

_____

_____

(Name, address and nature of business firm)

Other:

_____

_____

_____

(Name, address and nature of business firm)

NOTE: If there is more than one business, please provide the information on a separate sheet and attach to this document.

I certify that this declaration is true and complete, and I am aware that it must be completed and filed in conformity the Purchasing Policy to which I am subject. I acknowledge that the information contained in this declaration may be used by the Powassan & District Union Public Library to comply with the applicable policies.

Made on _____ _____

Date Signature of bidder and/or employee and/or Library Board member