



Alternative Procurement Approval Request

Background

An exemption or alternative procurement method is a provision in Regulation 2014-93 under the Procurement Act whereby all or some of the normal competitive bidding processes do not need to be followed for the procurement of certain goods and services, and/or goods and services in certain circumstances. The Town may grant exemptions from the public tendering process and invite bids from select suppliers as described in Appendix A of the Town's Procurement Standard.

Approval Form and Submission Requirements

1. The Department Head or their designate must submit their request for an alternative procurement purchase in writing to Finance staff, using the form included in this document. The Department Head or their designate will:
 - a. Provide a summary of the requested service or product.
 - b. Explain why the product or service is required and how it will benefit the Town.
 - c. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request.
 - d. Provide a summary of research conducted to support items 1 and 2 above.
 - e. Clarify if the request falls within the departmental budget.
 - f. Discuss any negative impacts that may occur if the exemption request is not approved.
2. Finance staff will discuss the request with the Department Head to ensure an alternative procurement purchase is required.
3. If the Procurement officer is satisfied an alternative procurement purchase is necessary, the request and explanation is sent to the CAO for approval.
4. The CAO and Legal Services will assess the request. If the request is approved, the CAO will notify the Finance staff, and if the request is denied, the CAO will notify the Finance staff and the Department Head explaining why the request has been denied.
5. If approval to proceed is given, negotiations with the available supplier or suppliers of the goods or services required will be conducted.
6. A contract or purchase order arising from the negotiations will be approved as per the Town's hierarchy of designated approvers defined in the Procurement policy.



Alternative Procurement Approval Request Form

Requestor Name: Geoff Crossman
Requestor Department: Engineering & Public Works
<p>1. Provide a summary of the requested service or product:</p> <p>Public Works has budgeted to replace one existing half ton truck in 2024. The current unit, a 2016 chev, is near the end of its useful life and will require significant repairs to keep it in an operable condition; estimated around \$15,000 in repairs and body work. We would like to take advantage of a recent award of a similar truck tendered by the Parks and Rec Department.</p>
<p>2. Explain why the product or service is required and how it will benefit the Town:</p> <p>The truck being replaced is used by the water utility operator. This truck is used daily in a variety of tasks associated with maintaining our potable water system. This unit allows the water operator to carry all the required tools for daily operations as well as for their emergency call outs.</p>
<p>3. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request:</p> <p>This exemption is necessary to allow the town to purchase this unit now and take advantage of an existing tender. With limited availability and major supply chain issues we need to ensure we can have a replacement truck as early as possible in 2024. Delivery of the truck would be expected in April 2024 at this time.</p> <p>The tender allows for the purchase of additional units within one year of the contract award.</p> <p>“The Town of Riverview reserves the right to extend the award with the successful supplier on a yearly basis for additional quantity(s) of matching truck(s) subject to mutual agreement of the Town of Riverview and the successful supplier for a maximum period of 1 additional year from date of award.”</p>

4. Provide a summary of research conducted to support items 1 and 2 above:

The tender allows for the purchase of additional units within one year of the contract award. We are simply exercising this clause in the tender to expedite the delivery of the truck.

“The Town of Riverview reserves the right to extend the award with the successful supplier on a yearly basis for additional quantity(s) of matching truck(s) subject to mutual agreement of the Town of Riverview and the successful supplier for a maximum period of 1 additional year from date of award.”

5. Clarify if the request falls within the departmental budget:

Our budget was set at \$62,000.00 for the truck and any additional equipment (lights, radio, storage cap, etc.). By using the alternative procurement method, we can order the new truck for \$51,997.35+tax, leaving \$7,771.96 to purchase the additional equipment as needed. Based on budget, the purchase of the lights, radio, and storage cap will exceed the remaining budget by approx. \$2,200.

6. Discuss any negative impacts that may occur if the exemption request is not approved.

If we do not get approved for the exemption, we will have to tender for a new unit. In doing so we risk the following:

- 1) We tender for a unit that may take over a year to receive.
- 2) We risk paying more for the same unit recently purchased by another department.
- 3) The Town may have to look at alternative equipment to meet the needs if unit is delayed.

Approvals:

Title & Approval level	Signature	Date
Department Director		
Chief Administrative Officer Approval is required for all exemptions regardless of purchase value.		
Town Council Approval is required for any exemptions that exceed public bid thresholds > 25,000 – Goods > 50,000 - Services > 100,000 - Construction		