



Policy Name	PROCUREMENT POLICY
Date Approved	
Date Of Review	
Policy Statement	This policy outlines the guidelines for procuring goods, service and construction.
Scope	All employees and council members of the Town of Riverview.

POLICY STATEMENT

The Town of Riverview shall conduct all procurement functions in accordance with the:

- i) Public Purchasing Act and Regulation 94-157

This policy outlines the guidelines for procuring goods, service and construction in accordance with the applicable legislation.

OBJECTIVES AND PRINCIPLES

The procurement policy has the following objectives:

- i) Ensure optimal value is received.
- ii) Ensure all purchases are properly authorized.
- iii) Ensure procurement activities reflect transparency, fairness, competition, and integrity.
- iv) Maintain consistent procurement practices across all departments.
- v) Take into account environmental considerations in all procurement decisions and select environmentally beneficial goods and services where practical.

1.0 GENERAL

- i. Procurement means buying, leasing, renting or acquiring by any means goods, services or construction and includes all functions related to the acquisition from definition of ¹requirements through award of the contract and on-going contract administration.

¹ **Note: Crown Construction Contracts Act**

In New Brunswick, construction tendering is governed by the Crown Construction Contracts Act. This Act covers departments and most Crown corporations for highway and building construction and is administered by the New Brunswick Department of Finance. Although this legislation does not formally cover municipalities, the Town may include procurement guidelines from the Crown Constructions Contract Act that will provide clarity on the requirements to a specific procurement activity.



- ii. In New Brunswick public purchasing is subject to a hierarchy of law, policy and trade agreements. Municipalities, like other public bodies, are subject to these legal obligations and have a duty to treat vendors fairly and get the best value for their dollars.
- iii. The Town of Riverview (“Town”) operations are complex and cover a wide scope of procurement activities that can be categorized into three main areas:
 - i) Goods
 - ii) Services
 - iii) Construction

2.0. PROCUREMENT STANDARD

A Standard has been created entitled “Town of Riverview Procurement Standard”, which outlines how the Town will implement the intent of the Procurement Policy. The Standard describes the procurement practices of the Town in the following areas:

- 1.0 Introduction
- 2.0 Legislation
- 3.0 Responsibility
- 4.0 Governance
- 5.0 Authority for Expenditures
- 6.0 Purchase Order (PO) Preparation
- 7.0 Local Preference and Sustainability Considerations
- 8.0 Co-Operative Purchasing
- 9.0 Unsolicited Proposals
- 10.0 Surplus Disposal

APPENDIX A - THE TENDERING PROCESS

- 1.0 Purchase Value
- 2.0 Bid Specifications
- 3.0 Methods of Procurement
- 4.0 Tendering Period
- 5.0 Formulation of a Tender
- 6.0 Bid Deposit/receiving Bids
- 7.0 Tender Opening
- 8.0 Bid Evaluation and Tender Award



9.0 Tender Results

10.0 Disclosure of Tender Results/Debriefings

11.0 Approvals

APPENDIX B - ALTERNATIVE PROCUREMENT METHODS – EXEMPTIONS

APPENDIX C - SUSTAINABILITY FACTORS

APPENDIX D - DEFINITIONS

Colin Smith
Chief Administrative Officer

Date

Ann Seamans
Mayor

Date