

Procurement Policy

1.0 Policy Statement

Employees of the City of Mount Pearl will always abide by the *Public Procurement Act, 2018* and the City's Procedure for purchases that are exempt or below tender thresholds. The City of Mount Pearl regularly uses an open call process for the provision of equipment, goods and services. Any employee who is purchasing must be aware of these procedures and thresholds or must contact the Procurement Administrator before purchasing goods or services.

2.0 Scope

This policy applies to all individuals making purchases on behalf of the City of Mount Pearl.

3.0 Purpose

To establish a Policy that outlines the guidelines and procedures to be followed for the procurement of goods, services, public works, and lease of space (also referred as commodities) to achieve best value, transparency and accountability in procurement.

4.0 Legislative Requirements

This Policy conforms with the *Public Procurement Act, 2018*, *The Atlantic Procurement Agreement*, *The Canadian Free Trade Agreement* as well as any other relevant laws, rules and legislations. In the event of inconsistencies between this policy and the Public Procurement Act, the Act shall prevail.

5.0 Procurement Thresholds

The *Public Procurement Act, 2018* applies to the purchases of goods over \$10,000, services over \$50,000, engineering and architectural services over \$100,000, public works over \$100,000, and lease of space over \$100,000. If thresholds are not met, the City must get three quotes or establish a fair and reasonable price.

The City of Mount Pearl has established a fair price process for purchases between \$2,000 and legislated thresholds and that process will require three quotes.

For purchases under \$2,000, it is up to the employee to determine a reasonable price.

Change orders, extensions or changes to existing contracts shall be processed by the Procurement Administrator prior to being presented to the head of the public body to ensure compliance and communication with the Public Procurement Agency.

6.0 Related Procedure

Refer to the City's companion document *Procurement Procedure*.

7.0 Approvals

M. Lewis
Mona Lewis, City Clerk

February 19, 2020
Date