



THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY

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SCHEDULE "A"

PROCUREMENT POLICY

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
PURPOSE	3
AUTHORITY	3
DEFINITIONS	4
APPLICATION	6
DELEGATION OF SPENDING AUTHORITY	7
METHODS OF PROCUREMENT	9
1) Direct Purchase (DP)	9
2) Request for Quotation (RFQ)	9
3) Request for Proposal (RFP)	10
4) Request for Tender (RFT)	10
5) In House Bids	10
EXCEPTIONS TO METHODS OF PROCUREMENT	10
1) Non-Competitive Purchases	10
2) Sole Source Supplier	11
3) Standing Supplier Arrangements	11
4) Exclusion of Suppliers in Litigation	11
5) Exclusion of Supplier Due to Poor Performance	12
6) Procurement in Emergencies	12
7) Co-Operative Purchasing	12
GENERAL PROCUREMENT PROCESS	12
1) Procurement Documentation Preparation	12
<u>Section</u>	<u>Page</u>

2) Contents of the Procurement Document	13
3) Procurement Packages	14
4) Advertising	14
5) Amendments/Revisions to Procurement Documents	15
6) Submission Requirements	15
7) Withdrawal of Bids	16
8) Opening of Quotations, Proposals and Tenders	16
9) One or No Acceptable Response Received	17
10) Awarding Bid	18
11) Disposition of Deposit Cheques	19
12) Successful Bidder Does Not Finalize Contract	19
13) Confirmation of Contract	19
14) Custody of Documents	19
OTHER	
1) Access to Information	19
2) Employee Code of Conduct Regarding the Procurement Process	20
3) Vendor Conflict of Interest	22
4) Disposal of Surplus Equipment	22
PURCHASING CARD PROGRAM	22
SCHEDULE "B"	
GOODS AND SERVICES EXEMPT FROM PROVISIONS OF THE POLICY	28
SCHEDULE "C"	
ACCEPTANCE OR REJECTION OF IMPROPER BIDS	29
SCHEDULE "D"	
PROCUREMENT CARD CARDHOLDER AGREEMENT	31
SCHEDULE "E"	
PROCUREMENT CARD APPLICATION/CHANGE FORM	32

PROCUREMENT POLICY

PURPOSE

The purpose of this policy is to provide guidelines for the procurement of goods and services and to ensure that the Township of Georgian Bay:

- a) Promotes the effective use of funds allocated by Council for the purchase of Goods and Services by achieving the optimum quality, expertise, quantity, price and other material terms and conditions as may be applicable in the circumstances to obtain the best value for the Township.
- b) Promotes fair, open and transparent methods and processes of acquisition and disposal which achieve the most competitive and responsive offers, terms and conditions from the most qualified and responsible vendors.
- c) Authorizes purchasing decisions that are made as efficiently as possible through the delegation of authority and empowerment of staff while at all times having regard for the objectives of this policy.
- d) Has a policy in place so that those responsible for the requisitioning and purchasing of Goods and Services are held accountable for their budget limit and spending decisions.
- e) Promotes procurement processes and decisions that are consistent with the Township's strategic objectives and comply with procurement legislation and trade agreements.
- f) Practices a life cycle management approach to asset management, not only looking at products and services from initial concept through procurement, but considering the issues around maintenance and disposal once the item is no longer usable or required.
- g) Considers the full cost of purchasing good and services including staff time and municipal resources incurred in procuring all items including small dollar purchases. The use of blanket purchase orders to promote the control and/or reduction of procurement costs will also be considered.
- h) Maintains the highest level of integrity with respect to the purchasing of Goods and Services.
- i) Receives all Goods and Services in a timely and expeditious manner as required for daily operations and capital improvements.

AUTHORITY

This policy has been developed to comply with the *Ontario Municipal Act, 2001*, Section 270(1)(3), as amended that states a municipality and local boards shall adopt policies with respect to its procurement of goods and services.

DEFINITIONS

- a) **"Agreement"** means a legal document that binds the Township and all other parties, subject to the provisions of the contract.
- b) **"Approval"** means authorization to proceed with the purchase or disposal of goods and/or services.
- c) **"Bid"** means an offer or submission received in response to a request for quotation, proposal or tender which is subject to acceptance or rejection.
- d) **"Bid irregularity"** means a deviation between the requirements (terms, conditions, specification, special instructions, etc) of a bid request and the information provided in a bid response.
- e) **"Budgeted acquisition"** means net departmental expenditures that have been authorized by Council by way of operating or capital budget approval or otherwise.
- f) **"By-law"** means By-law 2013-74 being a by-law to adopt a procurement policy.
- g) **"Card holder"** means a person having a corporate credit card, entitling him or her to certain privileges, services, benefits, etc.
- h) **"Council"** means the Council of the Corporation of the Township of Georgian Bay.
- i) **"Corporate wide procurement"** means the acquisitions of goods and/or services on a corporate wide basis.
- j) **"Emergency"** includes:
 - i. an imminent or actual danger to the life, health or safety of an official or an employee while acting on the Township of Georgian Bay's behalf;
 - ii. an imminent or actual danger of injury to or destruction of real or personal property belonging to the Township;
 - iii. an unexpected interruption of a public service;
 - iv. an emergency as defined by the *Emergency Management and Civil Protection Act, R.S.O., 1990*, and/or the emergency plan formulated there under by the Township of Georgian Bay;
 - v. a spill of a pollutant as contemplated by Part X of the *Environmental Protection Act, R.S.O. 1990*; and
 - vi. issuance of a non-compliance or directory order under a statute by a Provincial or Federal authority.
- k) **"Fixtures"** means items of personal property which, through its attachment to, or association with, real estate, loses its identity as personal property and becomes real property. An example might be desks, chairs, or filing cabinets.

- l) **"Standing supplier arrangement"** means a contract under which the Township may purchase goods and/or services which will be required on an ongoing basis but where the exact types or quantities of goods and services required may not be precisely known or the time period during which the goods and services are to be delivered may not be precisely determined.
- m) **"Goods and/or services"** includes services, supplies, materials, equipment and infrastructure of every kind that may be required to carry out the operations of the Township.
- n) **"Irregularity"** is when any of the following has occurred or is likely to occur:
 - i. all potential suppliers in a procurement procedure have submitted noncompliant tenders, quotations or proposals;
 - ii. the lowest compliant quotation, tender or proposal exceeds the estimated cost or budget allocation;
 - iii. for any reason the award of the contract to or the purchase from the lowest compliant potential supplier is procedurally inappropriate or not in the best interests of the Township; or
 - iv. the specifications of a request for quotation, request to tender or request for proposal cannot be met by potential suppliers;
- o) **"Request for tender"** means a request made either generally or to selected potential suppliers to submit a tender for the goods and/or services specified in the tender documentation.
- p) **"Non-budgeted acquisition"** means the purchase of goods and services that are deemed to be necessary but are not in the budget.
- q) **"Professional service supplier"** means a supplier of services requiring professional skills for a defined service requirement including:
 - i. architects, engineers, designers, management and financial consultants; or
 - ii. firms or individuals having specialized competence in environmental, planning or other disciplines;
- r) **"Purchase order"** means the purchasing document used to internally track purchasing transactions within the Township accounting system and order routine goods and/or services.
- s) **"Request for quotation"** means a request made either generally or to selected potential suppliers for prices on specific goods and/or services.
- t) **"Request for proposal"** means a request made either generally or to selected potential suppliers for undefined goods or services including a request to propose solutions or methods to arrive at the desired result.

- u) **"Direct purchase"** is where goods and/or services are acquired directly from a services supplier, retailer, wholesaler or by ordering through a catalogue or product guide.
- v) **"Request for tender"** means a competitive procurement process for obtaining bids based on precisely defined requirements for which a clear or single solution exists.
- w) **"Response"** includes:
 - i. a quotation issued by a supplier in response to a request for quotation;
 - ii. a tender submitted in response to a request for tender; and
 - iii. a proposal issued in response to a request for a proposal.
- x) **"Supplier"** means any individual or organization providing goods and/or services to the Township including but not limited to contractors, consultants, vendors and service suppliers.
- y) **"Township"** means the Corporation of the Township of Georgian Bay.

APPLICATION

- 1) This policy shall apply to the purchase of goods, services or construction for the purposes of all municipal departments.
- 2) This policy shall not apply to the acquisition or disposal of any real property or fixtures or to any lease, right or permission relating to the use or occupation of real property.
- 3) Each Department Head shall have the responsibility and authority for the procurement of goods, services or construction for his or her department, provided that:
 - a) no expenditure, purchase or commitment shall be incurred or made, and no account shall be paid by the Township for goods, services or construction, except as provided in this policy or otherwise approved by Council; and
 - b) no contract shall be entered into and no expenditure shall be authorized or incurred unless Council has provided funds for such purpose in the annual budget or otherwise agreed to the provision of such funds; and
 - c) no expenditure shall be authorized or incurred in excess of the funds provided unless otherwise authorized under this policy; and
 - d) no expenditure, purchase or commitment shall be incurred or made without serious consideration of the effects of said procurement in relation to the health and safety of the Township's employees.
- 4) The Treasurer shall be responsible for:
 - a) providing procurement advice including preparing procurement documentation;
 - b) administering this policy;

- c) the development of co-operative purchasing plans with other levels of government, municipalities, boards, agencies, commissions or private sector entities where such plans are determined to be in the best interests of the Township;
 - d) the standardization of all procurement procedures;
 - e) the disposal of surplus stock; and
 - f) the preparation of reports to Council in accordance with this policy.
- 5) The policies herein shall not apply to the goods and services set out in Schedule "B".
 - 6) The Treasurer shall review compliance of this procurement policy to current legislation at least every four years.
 - 7) No procurement of goods and/or services shall be divided to avoid any requirements of this policy.
 - 8) Unsolicited proposals received by the Township shall be rejected but may be retained on file for future reference.
 - 9) Any question involving the meaning or application of this policy is to be submitted to the Treasurer.

DELEGATION OF SPENDING AUTHORITY

Georgian Bay Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Treasury cannot pay for any item, unless specifically provided for in this policy, that has not been authorized by Council through budget appropriation or specific resolution.

For the purpose of this policy, procurement is considered either a:

- a) budgeted acquisition; or
- b) non-budgeted acquisition.

Budgeted Acquisitions

Departmental expenditures shall be authorized by Council each year as part of either the Operating or Capital budget process. Upon approval of these budgets, Department Heads have the authority to purchase goods and services, request formal or information quotes and tenders, but are not authorized to overrun departmental operating budgets, except in accordance with this policy.

1. Between the last regular meeting of Council in any year and the adoption of the estimates for the next year, the Treasurer is authorized to pay the accounts of any ordinary business transactions of the Township that are required to maintain services. This shall include the payment of accounts or previously approved capital items and projects.

- 2) Within the expenditure limits and the policies and procedures set out herein, staff shall be and are hereby authorized and empowered to procure "budgeted" goods and/or services in the name of the Township and/or initiate procurement processes as may be necessary to carry out the duties and operations of the Township.
- 3) Thresholds governing authorizations of budgeted acquisitions are as follows:

Authorization of Purchases, Agreements and/or Contracts	
Budgeted Acquisitions	
\$0 - \$25,000	Department Head
Over \$25,000	Treasurer in conjunction with Department Head & CAO

Non-Budgeted Acquisitions

- 1) For goods and services that are deemed to be necessary but are **not** in the budget, the Department Head shall obtain authorization prior to procurement of goods and/or services as per the chart below:

Authorization of Purchases, Agreements and/or Contracts	
Non-Budgeted Acquisitions	
Under - the greater of \$10,000 or 20% of a budgeted or unbudgeted line item	Treasurer in conjunction with Department Head & CAO
Over - the greater of \$10,000 or 20% of a budgeted or unbudgeted line item	Council

- 2) Within the expenditure limits and the policies and procedures set out herein, staff shall be and are hereby authorized and empowered to procure "non-budgeted" goods and/or services in the name of the Township and/or initiate procurement processes as may be necessary to carry out the duties and operations of the Township.

Budgeted and Non-budgeted Contracts

- 1) Agreements/Contracts that do not comply with the templates of the Township (or at the discretion of the Treasurer) shall be reviewed by the Township solicitor and authorized by Council.
- 2) Notwithstanding the above, all agreements/contracts authorized by Council By-law shall be executed by the Mayor and Clerk.

Council shall identify at budget time any proposed purchase over \$50,000 which they wish to have brought back to Council prior to proceeding with the actual purchase.

In addition, a summary sheet will be made available via the consent agenda advising of the RFP's, RFQ's and RFT's that will be in progress throughout the year.

METHODS OF PROCUREMENT

Subject to the provisions of the by-law and the provisions of this policy, goods and/or services may be acquired by one or more of the following methods:

- a) Direct Purchase (DP);
- b) Request for Quotation (RFQ);
- c) Request for Proposal (RFP); or
- d) Request for Tender (RFT)

1) Direct Purchase (DP)

- a) Direct Purchase for non-competitive purchases by staff within their assigned expenditure limits may be used in the following circumstances:
 - i) the goods or services are readily available at retail outlets or from service providers;
 - ii) are required on an item by item basis;
 - iii) the total price is less than \$5,000.
- b) In order to reduce the cost of procurement, staff may purchase items under \$500 without obtaining quotes but will endeavour to obtain best value.
- c) Department Heads may approve expenditures with a value of \$500 - \$2,000 provided that two (2) verbal or internet quotes as a minimum are obtained and recorded.
- d) All expenditures over \$2,000 and below \$5,000 shall require three (3) written quotes or internet quotes as a minimum which shall be recorded by the Department Head.
- e) Direct Purchases should be made using one of the following methods and in accordance with the policies associated with each:
 - i) a purchase order or blanket purchase order, if available;
 - ii) a corporate credit card;
 - iii) a pre-arranged method whereby the supplier has agreed to invoice the Township;
 - iv) petty cash (small \$ value)

2) Request for Quotation (RFQ)

- a) Request for Quotation procedures may be used where:
 - i) the estimated price is not greater than \$20,000;
 - ii) the requirements can be fully defined;

- iii) best value for the Township can be achieved by an award selection made on the basis of the lowest quotation that meets specifications; and
- iv) where a competitive process can be undertaken whereby a minimum of 3 quotations are obtained where possible, and generally speaking the lowest compliant quotation is awarded the contract. Care must be taken as to how quotations are sought, the bidder's lists are maintained and how competition is encouraged. Although a minimum of 3 quotations are generally required, a more open process will be more competitive, and is encouraged.

3) Request for Proposal (RFP)

- a) Request for Proposal procedures may be used where:
 - i) the requirement is best described in a general performance specification;
 - ii) innovative solutions are sought; and
 - iii) to achieve best value, the award selection must be based, at least in part, on subjective evaluations.

4) Request for Tender (RFT)

- a) Request for Tender procedures may be used where:
 - i) the estimated price is greater than \$20,000
 - ii) the requirement can be fully defined; and
 - iii) best value for the Township can be achieved by an award selection made on the basis of the lowest tender that meets the specifications.

5) In-House Bids

During the procurement process, in-house bids will not be considered.

EXCEPTIONS TO METHODS OF PROCUREMENT

1) Non-Competitive Purchases

The requirement for competitive bid solicitation for goods and/or services may be waived under joint authority of the Treasurer and the appropriate Department Head and replaced with direct negotiations with a particular potential supplier under the following circumstances:

- a) where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
- b) where due to abnormal market conditions, the goods and/or services required are in short supply;
- c) where only one source of supply would be acceptable and cost effective;
- d) where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists;
- e) where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters;

- f) where in the event of an "Emergency" as defined by this Policy, a requirement exists;
- g) where the requirement is for a utility for which there exists a monopoly;
- h) items as per Schedule "B" attached.

2) When a **sole source** supplier is proposed to provide goods and/or services pursuant to Section 1(above), a written report indicating the rationale for a non competitive selection shall be submitted to Council for approval prior to the award of any contract.

3) Standing Supplier Arrangements

A standing supplier arrangement may be used where:

- a) the same goods and/or services will be required on a repetitive basis over a period of time and the actual demand is not known in advance; or
- b) a need is anticipated for a range of goods and services for a specific purpose such as office supplies or snowplowing services, but the actual demand is not known at the outset, and delivery is to be made when a requirement arise.

Selection of a standing supplier or suppliers shall be made in accordance with the provisions contained in this Policy and shall be reviewed every two (2) years.

More than one standing supplier may be selected where it is in the best interests of the Township and the procurement documentation allows for more than one.

Existing standing supplier arrangements shall be utilized unless the proposed procurement is related to an emergency in accordance with Section 6 (Emergencies).

In the procurement documentation for a standing supplier arrangement, the expected quantity of the specified goods and/or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.

4) Exclusion of Suppliers in Litigation

- a) The Township may, in its absolute discretion, reject a quotation, tender or proposal if the potential supplier, or any officer or director of the potential supplier is or has been engaged, either directly or indirectly through another corporation, in a legal action against the Township, its elected or appointed officers and employees in relation to:
 - i) any other contracts or services; or
 - ii) any matter arising from the Township's exercise of its powers, duties or functions.
- b) In determining whether or not to reject a quotation, tender or proposal under this clause, the Township will consider whether the litigation is likely to affect the potential supplier's ability to work with the Township, its consultants and representatives and whether the Township's experience with the potential supplier indicates that the Township is likely to incur increased staff and legal

costs in the administration of the contract if it is awarded to the potential supplier.

- c) Where the Treasurer and/or Departments Head are aware that a supplier is in financial difficulties, the Township will proceed with caution.

5) Exclusion of Supplier Due to Poor Performance

- a) All Department Heads shall document evidence and keep record where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations.
- b) Council may prohibit an unsatisfactory supplier from participating in future contracts for a period of up to three years.

6) Procurement in Emergencies

Where an emergency has occurred,

- a) the Treasurer may undertake procurement in excess of the preauthorized expenditure limits with the approval of the Mayor, or his or her designate, or the CAO up to a maximum of \$100,000 and;
- b) any expenditures made under such conditions together with a source of financing shall be reported at the next meeting of Council or Committee of the Whole following the date of expenditure and by email earlier, if possible.

7) Co-Operative Purchasing

- a) The Township may participate with other governments or public authorities in co-operative purchasing where it is in the best interests of the Township to do so.
- b) The Township shall adhere to the policies of the government or public authorities calling the co-operative bid.
- c) A report shall be submitted annually to Council to advise them of the goods, services or construction purchased under this Section of the policy.

GENERAL PROCUREMENT PROCESS

In all cases, the procuring Department Head and any other affected department shall coordinate the procurements.

The Department Head will ensure:

- a) completeness of documentation;
- b) advertisements are arranged;
- c) bid closing and opening date, time and location have been booked;
- d) bid opening subcommittee has been appointed; and
- e) vendor contact information is appropriate.

1) Procurement Documentation Preparation

The procurement document will consist of a number of sections. When considered in its entirety, the document must contain the appropriate information so that staff evaluating the bids can determine that:

- a) the bidder understands the full scope of the procurement for which bids have been invited, and
- b) the bidder is capable and willing to perform all of the required work or provide all of the required goods and/or services; and
- c) the bidder is capable and willing to enter into a legal agreement with the Township for the provision of the required goods and/or services; and
- d) the bidder offers, when required, financial guarantees that a formal agreement will be executed (signed). This may require a bid deposit. When a bid deposit is required, the Department Head shall determine the amount of the bid deposit which may be 10 per cent of the estimated value of the work prior to bidding, an amount equal to 10 per cent of the bid submitted or such other amount as the Department Head deems appropriate.; and
- e) the bidder offers, when required, financial guarantees to ensure execution and performance of the contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.
- e) the bidder understands that moral, ethical and legal bidding practices must be adhered to in accordance with the municipality's and/or Provincial standards.

2) Contents of the Procurement Document

Procurement documents will contain at least the following:

- a) A **cover sheet** indicating the bid number, the name of the procurement, the closing date and time, and issuer or contact person within the issuing department.
- b) **Information to bidders** containing non-technical information that advises the bidders of the general terms and conditions that apply to the tender of goods and/or services.
- c) **Specifications** – (used in preparation of Requests for Quotation - RFQ) that provide details to describe accurately and precisely the nature, scope and extent of the goods and/or services required. Specifications may not be structured to exclude certain vendors or manufacturers unless there is documented evidence to warrant exclusion;

OR

- Scope of Work** – (used in preparation of Requests for Proposal - RFP) that defines the objectives of the project and the scope of the services required.
- d) **Bid Deposit** – information advising if a bid deposit is required to ensure that a formal agreement is entered into.
- e) **Performance Guarantee** – to ensure proper execution of the work, a performance guarantee in the form of certified cheque, irrevocable letter of credit, or bond (performance, labour and/or materials) may

be required. All requirements must be clearly outlined in the information to bidders.

- f) **Bidder Conduct** – confirmation by the bidder that they have submitted a bid using legal bidding practices (included in contract).
- g) **Insurance** - Liability Insurance Certificate (Township of Georgian Bay listed as “additional insured”) with a minimum of the criteria listed below. This should be used as a guide but each circumstance should be assessed individually and consultation provided by the Township’s insurer from time to time.

- \$2 million – general liability policy
- \$2 million – automobile liability policy
- \$2 million – homeowners (e.g. for rental of facilities)
- \$5 million – general liability and automobile liability policies – for contracts done for most Public Works Department projects
- \$2 million – professional errors and omissions liability
- Builder Risk – the amount of the project cost

Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

- h) **Form of Tender** – when properly completed and signed, this is a legal offer by the bidder to carry out the tendered work. The Tender Form should include an acknowledgment from the bidder that he/she has reviewed and understands all of the tender documents, and that he/she is prepared and capable of fulfilling the proposed requirements for the supply of goods and/or services. Proper and clear identification of the bidder as well as clear bid prices must appear on the completed Tender Form.
- i) **Evaluation Criteria** – dependent on the method of procurement, evaluation criteria may be included in addition to identifying that price will also be considered.

3) Procurement Packages

Upon the request of a prospective bidder, the Department Head or designate shall supply one copy of the following:

- a) Cover Sheet;
- b) Procurement Document; and
- c) Bid Form.

4) Advertising

- a) The following advertising procedures shall apply to all procurements, except procurements by direct purchase and in some circumstances, at the discretion of the department head, request for quote.
- b) Where only prequalified suppliers will be eligible to participate in a procurement process, notice of the request for quotation, tender or proposal shall be given by way of notice in the Township’s standard form and forwarded to the selected suppliers by regular mail, email,

- fax, courier, pick up at front reception or such other methods as may ensure notification and integrity of the process.
- c) Where a procurement process will be open to all who wish to participate, notice shall be given by the following methods:
 - i) publication in a trade journal or other publication likely to be read by the group of potential suppliers; and/or
 - ii) publication on the Township's website.Department heads shall give consideration to the value added benefits of utilizing online procurement portals such as MERX, Biddingo, etc.
 - d) Procurements advertised shall include:
 - i) identifying the bid;
 - ii) a description of the goods and/or services sought;
 - iii) the name and office address of the designated municipal contact person;
 - iv) date and time of closing; and
 - v) Where the procurement documents may be obtained.
 - f) The Township will make best efforts to maintain a list of annually reoccurring purchases, and when required, on the municipal website in an effort to advise potential suppliers.

5) Amendments/Revisions to Procurement Documents

Addenda will be issued under the following circumstances:

- a) Interpretation of tender documents as a result of queries from prospective bidders.
- b) Revisions, deletions, additions or substitutions of any portion of the procurement document.

The Department Head or designate shall approve the issuance of any addenda.

Notification of Addenda to Prospective Bidders

A copy of all addenda shall be sent by registered mail, or by fax confirmed by a telephone call or by electronic correspondence when appropriate to each prospective bidder who obtained procurement documents. Alternatively, the addendum may be posted on the Township website. All remaining procurement documents not yet distributed shall have the addenda appended.

Where an addendum must be issued within two days of the specified closing date, the closing date may be extended to allow four working days between the issuance of the addendum and the revised closing date. This extension is optional and shall be used as required.

Closing Date Extension or Cancellation

When it becomes necessary to extend the closing date or to cancel the tender, all prospective bidders who received procurement documents shall be notified of the cancellation using the method for notification of addenda detailed above.

When a tender is canceled, no bid will be accepted. All bids shall be returned unopened to the bidders by hand or by registered mail with a covering letter signed by the Department Head or designate.

6) Submission Requirements

All bids shall be received at the Township Municipal Office in the following form:

- a) Initialed by receiving party, time and date stamped;
- b) Receipt of the bid shall be recorded on a Bid Recording Form and safeguarded until after the bid closing time.
- c) The bid must be submitted in a sealed envelope clearly marked with the bid #;
- d) The correct bid form, if supplied by the Township, must be used;
- e) The bid must be legible, completed in a non-erasable ink and all items must be bid unless the tender specifically permits otherwise;
- f) Adjustments by telephone, letter, facsimile, or electronic correspondence to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and resubmit.

Any bids received after the closing time and date will not be accepted and will be returned unopened to the submitting vendor;

If any of the procurement requirements have not been met, the bid shall be considered to be an "Improper Bid" and dealt with as set out in Schedule "C" entitled "Acceptance or Rejection of Improper Bids."

7) Withdrawal of Bids

a) Prior to Opening

The withdrawal shall be allowed if the request is made before closing time for the bid. The withdrawal request must be directed to the noted Department Head in writing on company letterhead and signed by a principal of the company. Telephone correspondence shall not be considered. Bids confirmed as withdrawn prior to being deposited with the Township shall be returned unopened to the bidder.

The withdrawal of a bid does not disqualify a bidder from submitting another bid for the proposed procurement.

Withdrawal requests received after the bid closing time will not be allowed. The bidder shall be informed that the withdrawal request arrived too late for consideration. However, when the bids are read out at the bid opening, the bidder may then proceed in accordance with the following section entitled "During the Opening."

b) During the Opening

During a bid opening a bidder may withdraw a bid prior to the opening of the bids. The bidder shall attest in writing to her/his identity and state the bid he/she desires to withdraw. The Department Head shall attach the

withdrawal to the applicable bid and read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. The Department Head shall not open the withdrawn bid. Bids withdrawn under this procedure shall not be reinstated.

8) Opening of Quotations, Proposals and Tenders

- a) The bids submitted shall be publicly opened by a subcommittee consisting of:
 - i) Head of issuing department;
 - ii) Municipal Treasurer or designate; and
 - iii) One staff member.
- b) The Head of the issuing department shall check the Bid Recording Form with the number of bids to be opened to ensure that all bids received are accounted for.

If a discrepancy occurs, the bid opening proceeding shall be delayed until all bids have been accounted for.
- c) Each bid will be opened one at a time, read aloud and analyzed for compliance to determine that:
 - i) all procurement requirements have been met as stated in the procurement documents and this policy; and
 - ii) all unit prices have been correctly extended and totaled.

Bids which do not conform to the procurement requirements or which require mathematical corrections shall be deemed "Improper Bids" and shall be dealt with as set out in Schedule "C" entitled, "Acceptance or Rejection of Improper Bids."
- d) A written report outlining the bids received and the recommended successful bid will be presented to Council for approval. (Consent Agenda)

9) One or No Acceptable Response Received

No Acceptable Bids Received

- a) Where the bids received in a procurement process exceed budget, are not responsive to the requirement, or do not represent fair value, a revised solicitation may be issued in an effort to obtain an acceptable response unless Section (8) above applies.
- b) The applicable Department Head and the Treasurer jointly may waive the need for a revised bid solicitation and enter into negotiations with the lowest responsive bidder, or the highest responsive bidder for a revenue driven bid selection emanating from a bid solicitation under the following circumstances:
 - i) the total cost of the lowest responsive bid is in excess of the funds budgeted by Council for the project or the highest responsive bid revenue is less than that made; and
 - ii) the Department Head and the Treasurer agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the bid solicitation.

- c) The Township has the right to cease negotiations and reject any offer at any time.

Only One Bid Received

In the event that only one bid is received in a procurement process, the Department Head may:

- d) Return the unopened bid to the bidder informing the bidder that the Township may be recalling the procurement at a later date; or
- e) Cause the bid to be opened and evaluated in accordance to this policy. If the bid is found not to be acceptable the procedures set out in Section (8) may be followed.

Two Equal Bids Received

- f) The Township will offer an opportunity for suppliers to re-submit. Should a tie persist the equal bidders shall draw straws.

10) Awarding Bid

- a) The successful bid shall be awarded by resolution at a Council meeting. Once the necessary approvals have been received, the Department Head may use the bid form as the binding contract for the supply of the tendered goods and/or services.

The Head of the issuing department shall in writing notify each of the unsuccessful bidders of the awarded successful bid and to thank them for their participation.

The Department Head shall obtain the following documents:

- Goods/Materials
 - ✓ Material Safety Data Sheets for any WHMIS controlled products.
- Services
 - ✓ Signed Contractor Health & Safety Responsibility Agreement
 - ✓ WSIB Clearance Certificate (no more than 60 days old)
 - ✓ Contractor's accident history (for one year)
 - ✓ Liability Insurance Certificate(s) (Township of Georgian Bay listed as "additional insured").
 - ✓ Applicable licences and certificates of contractor's employees.

The Department Head shall be responsible for providing the following documents when securing the contract for services:

- Health and Safety Rules and Regulations; and
- Equipment Lockout Procedures.

- b) The opportunity for public viewing of competitive bids or proposal documents and bidders list disclosure is as follows:

- i) Winning bids and proposals become public information and may be disclosed upon a request by any member of the public. Bidders are informed in advance that if their bid is successful, it will become a public document.
- ii) Where a tender opening is public, summary bid prices shall be read out and a written summary of this information will be available for public viewing following the tender opening and shall also be provided on request at any time. Individual bid pricing schedules may also be available for public viewing following the opening for a limited period of time if requested by any member of the public present at the opening, including any involved bidder.
- iii) Proposal openings may not be public, however the selection committee's notes, score sheets, and the winning proposal can be viewed by any member of the public upon request. Proponents are informed in advance that their proposals become a public document if they are successful.

11) Disposition of Deposit Cheques

Following the recommendation to award the contract to a specific bidder, bid deposits of the bidders shall be returned to the applicable bidders to the last known place of business. The bid deposit cheque of the successful bidder, as well as the bid cheque from the second choice bidder, shall be held until the contract is executed.

12) Successful Bidder Does Not Finalize Contract

If the contract has been awarded and the successful bidder fails to sign the contract or provide the necessary security within the time specified in the procurement documents, the Department Head may grant additional time to fulfill the necessary requirements or may recommend the following:

- a) that the contract shall be awarded to the next lowest bidder; or
- b) that the contract be cancelled.

In either case, the tender bid deposit of the successful bidder shall be forfeited and forwarded to the Treasury Department for deposit.

13) Confirmation of Contract

Executed contract or letter of award shall confirm all tenders, whichever is most appropriate. All payments will be made after authorization is received via stamped invoice initialed by the Department Head and/or Treasurer.

14) Custody of Documents

The issuing department shall be responsible for the safeguarding of original purchasing and contract documentation for the procurement of goods and services.

OTHER

1) Access to Information

The disclosure of information received relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall only be made by the appropriate officers in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations.
- b) result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied.
- c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- d) result in information whose disclosure could reasonably be expected to be injurious to the financial and other interests of the Township.

2) Employee Code of Conduct Regarding the Procurement Process

Employee Responsibility

Employees of the Township must follow the highest standards of ethical behaviour in the course of their work to ensure that public confidence and trust is maintained.

Each employee is responsible for understanding and complying with the principles of conduct, all related policies, and any applicable laws, regulations, government guidelines and internal compliance. Any suspected fraud, breach of trust and other wrongdoing must be immediately reported to the CAO.

Corporate Conflict

A corporate conflict occurs when, in the course of an employee's duties, the employee is called upon to deal with, or has been involved in a matter in which the employee has a direct or indirect personal interest.

A **direct** conflict arises when an employee may derive, or be seen to derive, some personal benefit or avoid personal loss. An **indirect** conflict arises when the potential benefit or loss would be experienced by another person or corporation having a relationship with the employee. These benefits, losses, interests and relationships are generally financial in nature but are not limited to such.

A conflict arises when any employee participates in activities, which advance personal interest at the expense of the Township's interests, which include public trust and confidence. Any behaviour, which is, or could be perceived as, a conflict is strictly prohibited and subject to disciplinary action.

Any employee must make a prompt and full disclosure in writing to the applicable Department Head or CAO of any actual or potential corporate conflict including:

- A description of the corporate conflict,
- The nature of the direct or indirect personal interest,
- The identity of any persons or corporations in which there is a personal interest.

Upon receiving disclosure of a corporate conflict, the Department Head shall take reasonable steps to ensure the employee is removed from the conflict situation. An actual or potential corporate conflict can arise without any intentional wrongdoing or improper conduct on the part of the employee. Therefore, employees will not be disciplined or treated adversely for making prompt and full disclosure of the circumstances.

Employees are expected to use sound judgment and the confidentiality agreement in a proactive fashion in order to maintain the public's trust in the Township's objectivity and integrity. Failure to disclose conflicts of interest will be treated as a serious matter and may result in disciplinary action.

Principles of Conduct

An employee shall not:

- Engage in any business or transaction or have a financial or other personal interest that is incompatible with the discharge of the employee's official duties, or corporate interests.
- Be under an obligation to any person who might benefit from special consideration or favour from the employee or who might seek, in any way, preferential treatment.
- Give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise.
- Deal with an application to the Township for a loan, grant, award, or other benefit which involves themselves or immediate relatives.
- Be in a position where the employee could derive any direct or indirect benefit or interest from any contracts about which the employee can influence the decisions.
- Benefit from the use of information acquired during the course of official duties that is not generally available to the public.
- Engage in any outside work or activity or business undertaking:
 - In which the employee has an advantage or appears to have an advantage derived from employment at the Township;
 - That use Township property, equipment, supplies or services for activities not associated with the discharge of official duties;
 - Where the Employee's external business activities compete with the Township services.

Professional Behaviour

Municipal employees interact with clients, community agencies, municipalities, contractors, suppliers, and the public on a daily basis. Employees must be professional, courteous and objective in all of these interactions.

The Municipality's employees are ambassadors of the Municipality. Thus, each employee must be conscious of the Municipality's public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of ethical behaviour and integrity.

3) Vendor Conflict of Interest

All Vendors, including sub-consultants, retained by the Township of Georgian Bay shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. A declaration of the conflict shall be stated in a letter to the CAO. If such a conflict of interest does exist, the Township as directed by the CAO may, at his or her discretion, choose not to Award or may withhold the assignment from the Vendor until the matter is resolved to the satisfaction of the CAO.

Furthermore, if during the conduct of a Township assignment, a Vendor, including a sub-consultant, is retained by another client giving rise to a potential conflict of interest, the Vendor shall so inform the CAO in a letter indicating the conflict of interest.

All Vendors, including sub-consultants, acting as a consultant to the Township shall have no pecuniary interest in the business of any third party that could cause or seem to cause, a conflict of interest in carrying out a project under Contract. A declaration of an existing interest will be made to the CAO. The Vendor shall not have any tests or investigations carried out by any Persons that may have a direct or indirect financial interest in the results of those tests or investigations.

The CAO may seek legal counsel, if required, for clarification of a potential vendor conflict.

4) Disposal of Surplus Equipment

All departments shall notify the Treasurer when items become obsolete or surplus to their requirements.

The Treasurer in conjunction with the Department Head shall be responsible for ascertaining if the items can be of use to another department. If no other department has a use for the item, the item may be offered for sale by sealed bids, public auction or other method of sale, depending on the opinion of the Treasurer of which method is most suitable for the equipment or material involved.

The revenue from the sale of obsolete material shall be credited to the appropriate account.

PURCHASING CARD PROGRAM

Objectives

The purpose of the Purchasing Card Program is to establish a more efficient and cost effective method of procuring and paying for **low** dollar value, high volume goods and services, as well as, travel expenses, registrations and other corporate affiliated expenses, while maintaining acceptable levels of control and accountability. The Township objectives are to:

- a) reduce the costs of procuring and paying for low dollar value goods, services, and travel expenses by reducing the number of small orders and invoices processed and the number of cheques issued;
- b) eliminate the issuance of travel and cash advances in addition to separate payments for registration fees, transportation costs, and accommodations;
- c) maintain the existing levels of discounts negotiated with suppliers for prompt payment, by providing a more efficient payment process;
- d) streamline administrative functions and reduce the time spent by departments processing payments; and
- e) maintain an acceptable level of accountability and safekeeping of the Township assets by setting appropriate limits and restrictions on the use of cards.

Purchasing Card

The purchasing card may be used by select authorized purchasers for procuring both goods and services for the Township. Each purchasing card has a transaction limit which is set by the Township to meet the cardholder requirements. The Treasurer must use discretion in the number of cards in use at the Township by reviewing the nature of the positions which have cards. Unless approved otherwise by Council, these limits shall be as follows:

Accounts Payable	\$100,000
Mayor	\$25,000
Department Head	\$25,000
Staff	\$2,500

These limits are defined as: the maximum authorization limit for a purchase and the maximum amount of purchases that can be charged to the card during a one month billing cycle.

Under no circumstances shall a transaction be split into two or more separate receipts to bypass the transaction dollar limit.

The purchasing card may **not** be used to purchase or pay for:

- a) Personal purchases; or
- b) Cash advances

Overview

Orders, reservations, and registrations may be placed either by Internet, fax, phone or in person. The monthly processing can be summarized as follows:

1. Authorized cardholder makes purchases in the normal course of business and maintains a record of all card transactions.
2. Finance receives and pays monthly billing.
3. Cardholders verify monthly statements against their record and purchase transaction logs and provides expense and cost centre account distribution coding.
4. Cardholder's Department Head approves statement for payment and forwards to Finance.
5. Treasury Department allocates expenses according to expense and cost centre account coding provided.

Receiving Goods

The cardholder shall keep a copy of all supporting documentation (i.e. cash register and credit card receipts, vendor notices, purchase register, etc.) and attach it to the transaction log or cardholder statement. The cardholder shall certify that the goods have been received by signing the sales slip. This information shall then be recorded in the transaction log.

Disputed Items and Returns

Disputed items are purchases that do not accurately reflect the transactions made by the cardholder (i.e. wrong amount, incorrect account number, multiple postings, etc.) The cardholder shall be responsible for reporting these as soon as possible to the bank and shall copy the Card Administrator on all correspondence with the bank.

Problems with merchants relating to unsatisfactory goods, late delivery, changes from quoted process, etc. shall not be considered disputed items and shall be settled directly with the vendor by the buyer. In the event goods are to be returned to the supplier, the cardholder shall request a Return Authorization Number and return instructions from the supplier and forward the merchandise back as per the instructions. If a problem cannot be resolved, the cardholder shall contact the Treasury department and request assistance. **All credits must be processed against the Card. Under no circumstances shall cash refunds be permitted.**

Billing and Statements

Purchases made on the card shall be the liability of the Township. Upon receipt of a monthly bill, the Treasury Department shall ensure payment is effected promptly to avoid financing charges. Individual card statements detailing purchasing activity during a billing cycle will be forwarded from the bank.

Reconciliations

In order to keep a record of the purchases on the card and perform proper statement verification, the cardholder shall maintain a transaction record or log. This record will assist in the verification of the monthly card statement. It is possible that all card transactions may not appear on the statement due to timing differences. In these cases the cardholder shall make a note of this to ensure the transaction is carried forward to the next month's transactions for verification

against the following month's statement. Missing credits shall be addressed directly with the vendor.

In order to verify the monthly card statement the cardholder shall keep a copy of the transaction records. A transaction log may be used for this purpose.

The following information shall be provided on the transaction log:

- Cardholder name and number
- Cardholder signature
- Billing period (month and day)
- Purchase date
- Supplier name
- Description of goods purchased or service received
- Total amount of invoice
- GST: Purchases qualify for a rebate of 100% of the GST;
- Account number (item to be charged to)
- Signature of Department Head

If purchases appear on a transaction log and not on the corresponding statement (this may happen due to the cut-off date of the statement), the cardholder shall document these purchases on another log to be used for the following month and cross them off the current month's log.

Card Issuance

Cards shall be issued in the name of the Township and the individual designated by the Treasurer. The Treasurer shall be responsible to ensure that the individual is familiar with the use of guidelines for the card as outlined in this document. Upon receipt of the card the cardholder shall be required to sign a Cardholder Agreement, as set out in Schedule "D".

Card Cancellation

Cards shall be cancelled when the cardholder no longer meets the cardholder profile, no longer requires the card, the card is lost or stolen or when the cardholder is terminating employment with the Township. The card may also be cancelled if it is not used in accordance with the guidelines outlined in this document. Any card can be cancelled at any time by the Treasurer, or the cardholder's Department Head.

A written request from the cardholder's Department Head shall be forwarded to the Treasurer with the name of the cardholder and the reason for cancellation. The Treasurer shall contact the Bank and shall confirm the cancellation. It shall be the responsibility of the Department Head to ensure that terminated employee's cards are cancelled immediately upon termination from the Township. It shall also be the Department Head's responsibility to ensure that cancelled cards are returned to the Treasurer for destruction.

Lost or Stolen Cards

All cards shall remain the property of the Township and must be protected in the same way as a personal credit card. Should the card be lost or stolen, it shall be

the cardholder's responsibility to report the event immediately to the bank and to the Treasurer.

If the cardholder requires assistance with statements, disputed items by the bank, or other items, they may contact the bank's Customer Service Department or the Township Financial Services Department (preferred).

ROLES AND RESPONSIBILITIES

Card Administrator

The Township Card Administrator shall be responsible to:

- a) communicate with the bank for card request issuance's and cancellations, amendments to transactions and card limits;
- b) maintain master list of all cards and their limits;
- c) be available to provide assistance or explanation to cardholder;
- d) administer all purchase cards for the Township;
- e) establish which reports are available for monitoring the cards by department and arrange for their distribution with the Bank; and
- f) communicate with the Treasury Department on Card issues which may have an impact on the Township overall banking relationship.

Treasurer

It shall be the responsibility of the Treasurer to:

- a) administer and audit the card program;
- b) maintain master list for department of all cards and their limits;
- c) process and review all requests for cards, all change forms and other documents and submit them to the Treasury Department;
- d) maintain all original Cardholder Agreements;
- e) ensure monthly corporate billing is paid on time to avoid financing charges;
- f) approval process for expenditures and their allocated budgets; and
- g) allocate expenses to cost centres in accordance with the coding provided by the cardholder.

Cardholder

The cardholder shall be responsible for:

- a) the security of their card and should not share the card number with other individuals;
- b) the use of the card in accordance with the guidelines outlined in this document;
- c) obtaining the approval of their Department Head to purchase goods or service;
- d) keep supporting documentation (i.e. Cash register and purchase card receipts, vendor notices, purchasing register etc.) related to all purchases made with the card for reconciliation;
- e) maintaining a log of transactions for statement verification and verifying statements and providing coding prior to month end;

- f) submitting all supporting documentation and a reconciled transaction statement to their Department Head for authorization at the end of each billing cycle in time for the Treasury Department to post transactions to the proper cost centre at month end;
- g) contacting the supplier if there are any problems with the order received and address disputes for a resolution and, if unsuccessful the cardholder shall notify the bank and the Card Administrator;
- h) ensuring all returns are credited to the card;
- i) reporting all lost or stolen cards immediately to the bank and the Card Administrator;
- j) returning the card upon request by the Department Head or Card Administrator and copying the Card Administrator on any correspondence with the bank; and
- k) using the Purchasing Card in accordance with company policies and procedures.

SCHEDULE "B"

GOODS AND SERVICES EXEMPT FROM PROVISIONS OF THE POLICY

1. Petty Cash Items
2. Training and Education including:
 - i. Conferences
 - ii. Courses
 - iii. Conventions
 - iv. Magazines
 - v. Memberships
 - vi. Periodicals
 - vii. Seminars
 - viii. Staff Development
 - ix. Staff Workshops
 - x. Staff Relations
3. Refundable Employee/Council Expenses including:
 - i. Cash advances
 - ii. Meal allowances
 - iii. Travel expenses
 - iv. Accommodation
4. Employer's General Expenses including:
 - i. Payroll deduction remittances
 - ii. Medicals
 - iii. Insurance premiums
 - iv. Tax remittances
 - v. Vehicles, etc.
 - vi. General Operating Expenses (i.e. advertising, supplies, utilities, etc.)
5. Licences, certificates and other approvals required.
6. The following Professional and Special Services:
 - i. Additional non-recurring Accounting and Auditing Services
 - ii. Legal Fees (Engaging of Outside Counsel as per policy limits)
 - iii. Banking Services where covered by agreements
 - iv. Public Debenture Sales
 - v. Group Benefits
 - vi. Realty Services regarding the Lease, Acquisition, Demolition, Sale and Other Disposition of Land and Appraisal of Land
 - vii. Veterinarian
7. Real Property acquisitions, including the leasing of property.

SCHEDULE "C"

ACCEPTANCE OR REJECTION OF IMPROPER BIDS

Extreme care shall be exercised to ensure that improper bids are handled in a manner, which is fair to the other bidders as well as the public.

The decision as to whether an improper bid shall be accepted or rejected shall be based upon the following considerations:

- i) is the intention of the bidder clear?
- ii) has the bidder made a conscientious attempt to comply with the submission requirements?

The following are guidelines only and are intended to illustrate some of the discretion allowed. The Department Head will review each case.

	IRREGULARITY		RESPONSE
1	Late Bids		Automatic rejection
2	Unsealed envelopes		Automatic rejection
3	Not completed in a non-erasable medium		Automatic rejection
4	Incomplete bids – part bids – all items no bids		Automatic rejection except where the tender form clearly states that an award may be made for individual items or where in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
5	Qualified bids – qualified or restricted by an attached statement		Automatic rejection except where the tender change is requested by the Township or where in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
6	Financial security not submitted or insufficient		Automatic rejection
7	Bid not properly signed		Automatic rejection

8	Mathematic errors	<p>a) If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>b) If both the unit price and the total price are left blank, the bid will be rejected as incomplete.</p> <p>c) If the total price is left blank for a lump sum item, the bid will be rejected as incomplete.</p> <p>d) If the bid contains an error in addition and/or subtraction in the approved procurement documentation format requested, the error shall be corrected and the corrected total contract price shall govern.</p> <p>e) Bids containing prices which appear to be so unbalanced as to likely affect the interests of the Township adversely, will be clarified, and may be rejected.</p>
9	Agreement to bond insufficient or not submitted	Automatic rejection
10	Bids received on documents other than those provided by the Township	Automatic rejection unless, in the opinion of the Department Head, the matter is trivial or insignificant.
11	Illegible or obscure bids	Automatic rejection
12	Bids containing additions, erasures, alterations, errors or irregularities of any kind	May be accepted, as long as the bidder initials the changes within the time limit given.
13	Failure to include signature of the person authorized to bind the bidder in the space provided in the procurement document	Automatic rejection
14	Conditions placed by the bidder on the Tender Form	Automatic rejection

SCHEDULE "D"

Township of Georgian Bay

Procurement Card Cardholder Agreement

Employee Acknowledgement of Responsibilities and Obligations Form

The Corporation of the Township of Georgian Bay is pleased to present you with a Procurement Card. It represents the Township's trust in you and your empowerment as a responsible employee of the Township to safeguard and protect the Township's assets.

I, _____, hereby acknowledge receipt of a Township of Georgian Bay Procurement Card, card number _____. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Policy. I acknowledge receipt of the Procurement Card Policy and confirm that I have read and understand its terms and conditions. I understand the Township is liable to the Bank of Nova Scotia for all charges made by me.

As Cardholder of this procurement card, I agree to accept responsibility for the protection and proper use of this card as outlined in the Procurement Card Policy. I understand that the Township may audit the use of the Procurement Card. I also understand that I cannot use the Procurement card for restricted uses listed in the Procurement Card Policy.

I further understand that improper use of this Procurement Card may result in disciplinary action, up to and including TERMINATION OF EMPLOYMENT. Should I fail to use the Procurement Card properly, I authorized the Township to deduct from my salary or from any other amounts payable to me, an amount equal to the total of improper purchases. I also agree to allow the Township to collect any amounts owed by me even if the Township no longer employs me. If the Township initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the Township in such proceedings.

I understand that the Township may terminate my right to use this Procurement Card at any time for any reason. I agree to return the Procurement Card to the Township's Procurement Card Administrator immediately upon request or upon termination of employment.

Cardholder/Print Name: _____ Department: _____

Signature: _____ Date: _____

SCHEDULE "E"

Township of Georgian Bay

Procurement Card Application/Change Form

A procurement card is requested for:

Name: _____ Department: _____

The above name individual is responsible for purchasing goods and services in the performance of their position responsibilities, and as such, requires a procurement card.

Types of Purchases:

(Required to establish MCC codes that are most appropriate)

Recommendations:

After giving consideration to the types and volume of purchases that I would expect to be covered by the procurement card of this employee, I would recommend the following:

Transaction Limit: _____
(maximum value per transaction including all costs)

Monthly Balance Limit: _____
(maximum total of all purchases per month)

Manager Approval: _____ Date: _____

Treasurer's Approval: _____ Date: _____

PCA - Date of Request: _____