

**BY-LAW NO. 05
A BY-LAW RESPECTING
PROCUREMENT AND PURCHASING BY THE BOARD**

Table of Contents

<u>Section No.</u>	<u>Page No.</u>
1.0 Preamble.....	1
2.0 Definitions	2
3.0 General	2
4.0 Conflict of Interest	2
5.0 Purchasing	3
5.4.1 Up to \$20,000.00.....	3
5.4.2 \$20,000.00 to \$50,000.00	3
5.4.3 \$50,000.00 to \$100,000.00	3
5.4.4 Over \$100,000.00.....	3
6.0 Issuance of Purchase Orders.....	4
7.0 Items Not Requiring Purchase Orders	4
8.0 Delivery of Goods.....	5
9.0 Return of Goods	5

Related BPS Procedures

- [Procedure #109](#) – Procurement and Purchasing

1.0 Preamble

- 1.1 WHEREAS subsection 31(1) of the ***Police Services Act*** provides that a Board is responsible for the provision of Police Services and for Law Enforcement and Crime Prevention in the Municipality and shall:
- 1.1.1 Generally determine after consultation with the Chief of Police, objectives and priorities with respect to the Police Service in the Municipality;
 - 1.1.2 Establish priorities for the effective management of the Police Service, and
 - 1.1.3 Direct the Chief of Police and monitor their performance.
- 1.2 AND whereas subsection 31(6) of the ***Police Services Act*** provides that the Board may, by By-Law, make rules for the effective management of the Police Service.
- 1.3 AND whereas ***O. Reg. 3/99*** prescribes standards for adequacy and effectiveness of Police Services.

2.0 Definitions

- 2.1 **Board** – shall mean the Barrie Police Services Board.
- 2.2 **BPS** – the acronym for the Barrie Police Service.
- 2.3 **Chair** – shall mean the Chair of the Barrie Police Services Board.
- 2.4 **Purchase Requisition** – a document required to initiate the process for each original purchase. It must be prepared by the person requesting a purchase and submitted to the Board for authorization. It will then be forwarded to the Finance or Quartermaster Unit for generation of a Purchase Order. See **Section 6.0** for the information that is to be included.
- 2.5 **Purchase Order** – a document that authorizes a Vendor to provide the Board with goods or services and will be prepared by the Finance or Quartermaster Unit. It will be assigned a unique number and used to place an order with the Vendor.
- 2.6 **Vice-Chair** – shall mean the Vice-Chair of the Barrie Police Services Board.

3.0 General

- 3.1 The Board will participate in cooperative purchasing agreements with other agencies in an effort to reduce costs and streamline the procurement process where possible.
- 3.2 **Board Members** must approve the purchase of all non-budgetary goods and services.
- 3.3 Large single purchases shall not be divided by any means into lesser amounts in an attempt to circumvent the authorized single purchase limit set in **Section 5.0**.
- 3.4 Purchase Requisitions require two (2) Board Member's signatures to authorize the purchase.
- 3.5 All Board purchases will be invoiced directly to the Board or charged to a corporate Visa card. All payments will be made by BPS directly to the Vendor or to TD Visa.

Commented [KC1]: Changed from 'All Board Members'

4.0 Conflict of Interest

- 4.1 Purchases of goods and services for the Board shall not be made by a Board Member for the personal use of the Board Member or their family.
- 4.2 Purchases of goods and services for the Board shall not be made without prior approval from the Board if the Vendor is:
 - 4.2.1 A Member of BPS or the Board.

BY-LAW 05

- 4.2.2 An immediate family Member of BPS or the Board, or
- 4.2.3 Any other source that may support a conflict of interest.

4.3 A Board Member shall not solicit or accept any gift, benefit, money or discount in exchange for the purchase of goods or services on behalf of the Board.

Commented [KC2]: Removed Section 5.0 'Financial Control' and placed it into Board Policy 01-2017 – Financial Accountability

5.0 Purchasing

5.1 The Chair and the Vice-Chair, or designate, will be responsible for the final approval to purchase goods and services on behalf of the Board.

5.2 All purchases will be made through the Finance or **Quartermaster Unit** as per **Section 6.0** of this by-law.

Commented [KC3]: Changed from the Stores Unit

5.3 Where a cooperative purchasing agreement exists, all purchases must be made through the vendor designated in the agreement whenever possible.

5.4 All purchases must be authorized. The value of the purchase will determine the level of authorization required. The following rules will apply:

5.4.1 Up to \$20,000.00

5.4.1.1 The Chair and Vice Chair, or designate, may authorize the purchases of approved operating budget items of value not exceeding \$20,000.00.

5.4.1.2 Purchases will be on such terms and conditions as deemed advisable by the Finance or Quartermaster Unit.

5.4.2 \$20,000.00 to \$50,000.00

5.4.2.1 The Board may authorize purchases between \$20,000.00 and \$50,000.00, after considering written quotations from at least three (3) suppliers where possible.

5.4.3 \$50,000.00 to \$100,000.00

5.4.3.1 The Board may authorize purchases between \$50,000.00 and \$100,000.00 with written quotations received from as many suppliers as deemed practicable by the Board.

5.4.4 Over \$100,000.00

5.4.4.1 The Board must authorize the purchase of goods and services having a value of \$100,000.00 or more.

5.4.4.2 Purchases will only be authorized after considering summary reports of tender or quotations from as many suppliers as deemed necessary by the Board and on the recommendation of the entire Board.

BY-LAW 05

5.4.4.3 All sealed bids for goods and services shall be opened in public at the time appointed by the Chair and Vice-Chair or designate.

5.5 All goods and services shall be purchased by a competitive method unless:

- 5.5.1 The best interest of the BPS/Board/Municipality would be achieved through negotiations.
- 5.5.2 The goods and services are only available through one (1) source.
- 5.5.3 Where compatibility within an existing product is the overriding factor.
- 5.5.4 All acceptable bids exceed the amount budgeted and retendering would not be beneficial.
- 5.5.5 The extension of an existing contract would be the most beneficial.
- 5.5.6 A relationship with a service provider currently exists and it would be in the best interest to preserve that knowledge base by continuing with that provider, or
- 5.5.7 There is an emergency.

Commented [KC4]: This section is in line with the City of Barrie By-law 2016-035 – Schedule “C”

6.0 Issuance of Purchase Orders

- 6.1 A Purchase Requisition Form must be completed and approved by the Chair and the Vice Chair or designate, and submitted to the Finance or Quartermaster Unit.
- 6.2 A Purchase Requisition Form must contain the following information:
 - 6.2.1 Supplier name and address, including email and website address when available.
 - 6.2.2 Cost Centre (budget) code.
 - 6.2.3 Make, model number, colour and any other pertinent descriptions.
 - 6.2.4 Cost of the item and where applicable, taxes and currency.
 - 6.2.5 Name of person making the request.
 - 6.2.6 Authorization by the Chair and Vice Chair or designate, and
 - 6.2.7 Indication of who will place the order with the supplier by ticking off the appropriate box.
- 6.3 The original completed purchase requisition form must be forwarded to the Finance Unit.

Commented [KC5]: Section 7.0 'Capital Expenditures' removed and placed into Policy 01-2017 – Financial Accountability

7.0 Items Not Requiring Purchase Orders

- 7.1 A fully completed and authorized Purchase Requisition Form will be submitted to the Finance Unit when purchasing the following items:
 - 7.1.1 Petty cash items.
 - 7.1.2 Training, education and staff development.
 - 7.1.3 Memberships.
 - 7.1.4 Subscriptions to magazines and periodicals, or
 - 7.1.5 Expenses to be reimbursed to Board Members.

8.0 Delivery of Goods

- 8.1 All goods received must be verified to the original Purchase Order when the order is received.
- 8.2 The person requesting the goods will be notified by the Quartermaster Unit when the order is received, if applicable.
- 8.3 The person requesting the goods will sign the packing slip to indicate the goods received as ordered.
- 8.4 All packing slips will be forwarded to the Finance Unit.

9.0 Return of Goods

- 9.1 The return of goods ordered will be the responsibility of the person placing the order. A return authorization number must be obtained from the Finance or Quartermaster Unit prior to the goods being returned.
- 9.2 In the event that the goods received are incorrect due to an error in ordering by a Board Member, the Finance or Quartermaster Unit will be notified when the goods have been returned and a new Purchase Order will be generated to reflect the correction(s) to the order if necessary.
- 9.3 Where the goods received are incorrect due to an error by the Vendor, the Finance Unit will be notified and the goods will be returned for a straight exchange. A new Purchase Order will not be required.
- 9.4 Where the goods are to be returned for a credit, the Finance Unit will be notified.

Dated this ____ day of _____, 20__.

Board Chair

Board Administrator