

Corporation of the Town of Newmarket

By-law 2022-58

A By-law to amend By-Law 2014-27, being a By-Law to define the Procurement policies for the Corporation of the Town of Newmarket.

Whereas Section 270 of the Municipal Act, 2001, as amended provides that a municipality shall adopt and maintain policies with respect to its procurement of goods and services; and,

Whereas Council enacted By-law 2014-27 to define the Procurement policies and procedures for the Corporation of the Town of Newmarket, herein after, called “the Owner” and it is now deemed necessary to amend By-law 2014-27; and,

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That the invitational procurement threshold presently in place for acquisitions from \$10,000 to \$99,999 be revised to permit department staff to request three (3) written quotes from suppliers for acquisitions valued between \$10,000 to \$25,000 without involving the Procurement Services department; and,
2. That the responsibility of Delegated Authority to approve the results of competitive invitational acquisitions initiated by Department Staff between \$10,000 and \$25,000 be held by the Department Manager, and that the Department Manager be responsible for executing any resulting agreement, unless purchase order terms suffice; and,
3. That the responsibility of Delegated Authority to approve the results of competitively acquired procurements exceeding \$250,000.00, held by the CAO presently, be transferred to the Commissioner(s), with recommendation from the Manager, Procurement Services, and execution of any resulting agreement by the applicable Commissioner; and,
4. That the responsibility of Delegated Authority to approve the results of competitively acquired acquisitions between \$100,000.00 to \$249,999.99 presently held by the Commissioner(s) be transferred to the Department Director, with recommendation from the Manager of Procurement Services, and execution of any resulting agreement by the Department Director; and,
5. That this By-Law 2022-58 come into force and be effective on September 20, 2022.

Enacted this 20th day of September, 2022.

John Taylor, Mayor

Kiran Saini, Deputy Town Clerk



Schedule D, Table 2 – Revisions in “Red” Effective September 20th, 2022.

SCHEDULE “D” THRESHOLDS – cont’d

The award amounts shall be within the scope and budget approved by Council

Estimated Procurement Value (Dollar) Threshold Applicable taxes are extra *see note	METHOD OF PROCUREMENT	ADVERTISING	Reporting	Approval Authority	Contract Agreement Requirements And Parties responsible for Contract Execution
TABLE 2. AUTHORITY FOR BID CALL PROCESS (Effective Sept. 20th 2022)					
\$10,000.01 to \$ 25,000.00	Minimum three (3) written quotes must be requested & obtained by Department Staff <small>Note: Staff may also request Procurement Svcs. to lead the Procurement process instead.</small>	Advertising Not Required	Written Approval to proceed with recommendation to award provided to Department Staff by Approval Authority Written Approval and (3) Written Quotes to be maintained by Department	DEPARTMENT MANAGER Method of Payment: Purchase Order <small>Note: Procurement Services requires evidence of request for 3 written quotes and Approval Authority in order to generate PO.</small>	Purchase Order Terms or Agreement, executed by the Department Manager
\$25,000.00 to \$100,000.00	QUICK BID (QB) or QUICK BID REQUEST FOR PROPOSAL (QBRFP) through Procurement Services.	Advertising (invitational or public) is at the discretion of the Manager, Procurement Services and will be done in accordance with Trade Agreements.	Recommendation for Award to be approved by Approval Authority in consultation with the Manager of Procurement Services	DIRECTOR, in consultation with the Manager of Procurement Services Method of Payment: Purchase Order or P-Card as recommended by Procurement	Agreement Executed by Department Director and Manager, Procurement Services
\$100,000.01 to \$249,999.99	FORMAL BID: REQUEST FOR TENDER (RFT) OR REQUEST FOR PROPOSAL (RFP) through Procurement Services.	Open Public advertising is required.	Recommendation for Award to be approved by Approval Authority in consultation with the Manager of Procurement Services	DIRECTOR, in consultation with the Manager of Procurement Services Method of Payment: Purchase Order or P-Card as recommended by Procurement	Agreement Executed by Department Director and Manager, Procurement Services
\$250,000.00 AND OVER	FORMAL BID: REQUEST FOR TENDER (RFT) OR REQUEST FOR PROPOSAL (RFP) through Procurement Services.	Open Public advertising is required.	Recommendation for Award to be approved by Approval Authority in consultation with the Manager of Procurement Services	COMMISSIONER, in consultation with the Manager of Procurement Services Method of Payment: Purchase Order or P-Card as recommended by Procurement	Agreement Executed by Commissioner and Manager, Procurement Services