

Policy Number: Purchasing Policy 02-2012  
Amendment A1 2013

Coverage: Village of Belledune

Council Approval: 13 / 03 / 18  
Y M D

Effective Date: 13 / 03 / 18  
Y M D

**PURCHASING POLICY  
AMENDMENT**

The Purchasing Policy 02-2012 is hereby amended by adding C.A.O. to AUTHORITY, APPROVAL and LEAD ROLE and by deleting under SCALE FOR PURCHASES the following:

<b>Amount of Purchase</b>	<b>Who Purchases</b>	<b>How Goods are Purchases</b>
\$1 - \$2,000	Individual/CAO	Local Suppliers **
\$2,001 - \$10,000	Purchasing Agent Clerk/Treasurer /Finance	Three (3) vendor quotes required by phone calls, faxes or emails

and replacing it with:

<b>Amount of Purchase</b>	<b>Who Purchases</b>	<b>How Goods are Purchases</b>
\$1 - \$2,000	CAO	Local Suppliers ** (Single Source or Quotes)
\$2,001 - \$10,000	CAO Clerk/Treasurer /Finance	Three (3) vendor requests required by phone calls, faxes or emails

Adopted the 18<sup>th</sup> day of March, 2013

  
Clerk/Treasurer

  
Mayor





## VILLAGE OF BELLEDUNE

POLICY:	PURCHASING	POLICY NO:	02/2012
AUTHORITY:	Council/C.A.O.	DATE:	February 20, 2012
APPROVAL:	Council/C.A.O.	AMENDMENT NO:	A1-2013
LEAD ROLE:	Council/C.A.O.	DATE:	March 18, 2013
RESPONSIBILITY:	Clerk/Treasurer	REVIEW:	March, 2013

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The Village of Belledune wishes to provide the Village departments and employees the highest level of procurement service, achieve maximum value for dollars spent, provide fair and equal access for vendors interested in doing business with the Village, provide a level of fiscal control by ensuring conditions of Village purchases are met by vendors performing under those conditions.

The Village of Belledune subscribes to the philosophy of Centralized Purchasing, whereby authorized purchases of equipment, materials, and supplies are the responsibility of the Purchasing division, a unit of the Finance Department.

The Village of Belledune subscribes to the philosophy of competitive bidding to achieve maximum value and promote fair and equal access to vendors: Expenditures from \$2,000 to \$10,000 are subject to informal competitive bidding, and Expenditures over \$10,000 are subject to formal competitive bidding.

The Purchasing Division will not split purchases for the purchases of avoiding formal or informal competitive bidding. (Unless otherwise specified in tender specifications).

The Village of Belledune will attempt to purchase recycled and /or reusable materials, provided quality, availability and general integrity of products being purchased are not compromised.

Consultants are chosen on an as needed basis directly by the Department that will be utilizing their services, and are NOT subject to competitive bidding.

Village wide services (janitorial services, landscape maintenance, etc.) are bid by the Purchasing Division and ARE subject to competitive bidding.

The Village of Belledune will utilize the Procurement Information for Municipalities Guide provided by Central Division of the Dept. of Supply & Services, Province of New Brunswick Guide (May 2009) and it subsequent amendments, if any, to formulate its purchasing and procurement policy. (See Annex A)

**VILLAGE OF BELLEDUNE**  
**SCALE FOR PURCHASES**

<b>Amount of Purchase</b>	<b>Who Purchases</b>	<b>How Goods are Purchased</b>
\$1 - \$2,000	CAO	Local Suppliers ** (Single Source or Quotes)
\$2,001 - \$10,000	CAO Clerk/Treasurer /Finance	Three (3) vendor requests required by phone calls, faxes or emails
\$10,001 - \$25,000 (goods) \$10,001 - \$50,000 (services)	Purchasing and or Clerk/treasurer	Three (3) competitive quotes (phone calls, faxes or emails)
\$10,001 - \$99,999 (Construction)	Village Council Approval	Three (3) quotes by invitation Written, faxes or emails
Goods over \$25,000 Services over \$50,000	Village Council Approval	Formal Competitive Bids (Sealed bids)

**Note: All above purchases for goods/services MUST BE within annual approved appropriations.**

**REMINDER: ALL PURCHASES FOR GOODS/SERVICES NOTED ABOVE MUST CORRESPOND WITH PROCUREMENT POLICY FOR MUNICIPALITIES UNDER PROVINCIAL PUBLIC PURCHASING ACT (REGULATION 94-157) FOR GOODS AND SERVICES.**

**ALSO NOTE THE CROWN CONSTRUCTION ACT STATES A CONTRACT EXCEEDING \$100,000 MUST BE PUBLICLY TENDERED.**

**\*\*LOCAL MEANS WITHIN 100 KILOMETRES OF VILLAGE OF BELLEDUNE.**

Public Procurement Policy 04/99 and Subsequent Amendments are hereby repealed.

Village of Belledune Purchasing Policy # 02/2012 adopted this 20<sup>th</sup> day of February, 2012.

**Brenda Cormier**

Brenda Cormier, Clerk/Treasurer

**Emmie Flanagan**

Emmie Flanagan, Acting Mayor

Village of Belledune Purchasing Policy Amendment A1-2013 adopted this 18<sup>th</sup> day of March 2013.

**Brenda Cormier**

Brenda Cormier, Clerk/Treasurer

**Ron Bourque**

Ron Bourque, Mayor