

CITY OF AIRDRIE
COUNCIL PROCUREMENT POLICY

Effective Date: February 20, 2018 Revision Date: _____
Approved By: City Council
Approved On: February 20, 2018 Resolution #: 2018-C-028

Purpose:

The purpose of this policy is to establish the basic direction, philosophies, and values for the procurement of goods and services for use by the City.

Scope/Application:

This policy applies to all employees and elected officials directly or indirectly involved in the procurement of goods and services for use by the City and any City's subsidiaries over which the Council, as stakeholder, maintains oversight.

Authority/Responsibility to Implement:

The Chief Administrative Officer (CAO) is the administrative head of the municipality and is granted responsibilities through the *Municipal Government Act* (MGA) including but not limited to the responsibility to ensure the policies and procedures and programs of the municipality are developed and implemented.

Policy Statement(s):

The City is committed to the acquisition of goods and services at the best value while treating all vendors equitably through procurement processes that ensure integrity, transparency, accountability, efficiency and consistency.

Principles:

The City will manage its procurement activities in accordance with all applicable legislation including but not limiting to applicable trade agreements as well as competitive bidding law and procurement best practices. The City will adhere to the following minimum general principles:

1. Competition process will be open, transparent and fair.
2. According to applicable trade agreements, the City cannot give preferential treatment to local vendors for competitions over a seventy-five thousand (\$75,000) dollar threshold.

3. Departments may direct competitions under seventy-five (\$75,000) dollars to local vendors only.
4. Whenever practically possible, the City will consider environmental impact and sustainability.
5. The City is committed to the highest level of ethical standards in all its procurement and contracting practices.
6. City employee and/or City's elected officials shall not be engaged in or be perceived to be engaged in any conflict of interest situations.
7. The City encourages the best value consideration in procurement.
8. The City expects all vendors to perform their obligations to the City in good faith. Vendors who do not meet these requirements will not be eligible to participate in future procurements with the City.

On-going Monitoring:

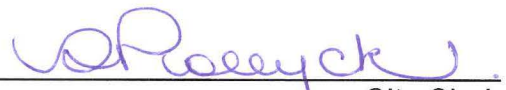
The City is committed to ongoing monitoring and periodic review of this policy and related procedures as determined by the CFO.

Fiscal Sustainability Framework:

This Policy forms a part of the City of Airdrie's Fiscal Sustainability Framework. Please refer to the Fiscal Sustainability Framework for a complete listing of governing documents.



Mayor



City Clerk

Document Management Control:

Prepared by: Procurement Team Lead
Owned by: Corporate Services
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