

Text Amendments
Sustainable Procurement Policy

Section 6 - Purchasing Process and Award of Contracts

The following guidelines will be followed for the purchase of goods and services for the Town of Stratford:

- a. **Up to \$10,000** - The acquisition of goods and services having a value up to \$10,000, and not covered by a Price Agreement may be purchased by the department as designated by the manager of the department, in accordance with all other sections of the policy.
- b. **More than \$10,000 but less than \$50,000** For the acquisition of Goods and services with a value of at least **\$10,000** but less than **\$50,000**, at least three quotations will be solicited by the department. The requisition is to be authorized by a manager of the user department (or designate) and the funds are clearly identified in the approved operating or capital budget. Procurement Form must be completed (Appendix A)
- c. **More than \$50,000 but less than \$100,000** - For the acquisition of Goods and Services with a value of at least **\$50,000**, but less than \$100,000, will issue a public request for submissions. These acquisitions will be advertised in one or more publications of general circulation and the Town of Stratford and on the Government of PEI website. The purchase order is to be authorized by the manager (or designate) of the user department and the C.A.O, and the funds are clearly identified in the approved operating or capital budget. If it is over the approved capital budget the user department must bring the project within budget guidelines or go back to council for an increase in the capital budget.

Section 7 - Local Preference

- a) In an effort to support local businesses the Town of Stratford will provide on purchases up to **\$50,000**, a 5% preference to businesses located in Stratford.

Section 8 - Methods of Procurement

The following are the Methods of Procurement to be used under this policy:

- a. **Low Value:** Purchases that are random in nature, and are not included in a Price Agreement, under the value of **\$10,000**, may be purchased by the specific department, using either a Purchase Order, Petty Cash, Cheque or Town of Stratford Credit Card. Purchase locally if possible.

Appendix A

Town of Stratford Procurement Checklist Form for More than **\$10,000**, but Less than **\$50,000**.