



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Purchasing	3
Sub-Section:	Procurement of Goods and Services	1220
Title:	CONTRACTING	1

POLICY

1. ENTERING INTO CONTRACTS

All acquisitions of goods and services must be conducted in accordance with [Administrative Policy 3-1220-2 PROCUREMENT OF GOODS AND SERVICES](#).

Exceptions:

- Council approval is required to waive the competitive bidding process for contracts over \$75,000. A report explaining the rationale for by-passing the competitive bidding process must accompany the request for approval.
- Council approval is required for awards made to other than the lowest compliant bidder (or highest ranked proponent in the case of proposals). A report explaining the rationale for the selection and the risks associated with rejecting the low bid or highest ranked proposal must accompany the request for approval.
- Land acquisitions are not covered by this policy and shall be conducted by the Real Estate and Properties Department.
- North Vancouver Recreation Commission procurement activities on behalf of the District are subject to the same competitive bidding procedures.

All competitive bidding documents shall comply with the provisions of Annex 502.4 of the Agreement on Internal Trade (AIT), Article 14 of the Trade, Investment & Labour Mobility Agreement (TILMA), Article 14 of the New West Partnership Trade Agreement (NWPTA), and Section 175 of the Community Charter.

2. AWARDING CONTRACTS:

- Pursuant to Bylaw 7052, District Officers have been granted the authority by Council to make or enter into any contracts on behalf of the District for which funding has been provided in the District's Financial Plan.
- On request, the Chief Administrative Officer will provide Council with a list of contracts in excess of \$250,000.
- At his discretion, the Chief Administrative Officer may direct staff to submit any contract to Council for approval.

3. EXECUTING CONTRACTS:

- The Supplies and Risk Management Manager and the appropriate District Officer will execute procurement contracts jointly.
- When a resolution of Council is required to proceed with a contractual agreement, the Mayor and Municipal Clerk will act as signatories to the agreement.

4. REASON FOR POLICY:

- To ensure that Council is aware of procurement practices and approve exceptions to [Administrative Policy 3-1220-2 PROCUREMENT OF GOODS AND SERVICES](#).
- To ensure that harmonization is achieved between the District's procurement practices and the North Vancouver Recreation Commission's procurement practices.

5. AUTHORITY TO ACT:

Delegated to Staff

Approval Date:	January 25, 1982	Approved by:	Policy and Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	May 20, 1997	Approved by:	Regular Council
3. Amendment Date:	July 8, 2002	Approved by:	Regular Council
4. Amendment Date:	March 1, 2004	Approved by:	Regular Council
5. Amendment Date	April 7, 2011	Approved by:	Finance & Audit Standing Committee (February 4, 2011 meeting)