



AD12

**PROCUREMENT OF GOODS AND  
SERVICES**

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**POLICY**

1. In procuring goods and services, the Chief Constable shall, through Procedure to this Policy, seek to ensure that:
  - a. the necessary quality and quantity of goods and services are procured in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public accountability;
  - b. processes for the acquisition and disposal of goods and services are open and transparent;
  - c. consideration is given to maximizing the value obtained, e.g., by assessment of total cost over the lifetime of the product or service;
  - d. due consideration is given to the use of environmentally friendly products and services; and
  - e. value is gained, if practicable, when disposing of surplus goods.
  
2. The Chief Constable:
  - a. without Police Board approval, may approve expenditures for goods or services up to \$50,000 in relation to the Delta Police Department's core services, i.e., that are within the Department's annual budget approved by Delta City Council;
  - b. is required to obtain Board approval for expenditures that the Chief Constable has reason to believe are in relation to matters that do not constitute core services of the Department;
  - c. is required to obtain the approval of the Board for expenditures of over \$50,000 for goods or services, and to report such

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- expenditures to City Council in order to obtain approval for the City to award the contract;
- d. is required to obtain the approval of the Board and City Council for expenditures not within the Board's Council approved budget; and
  - e. is to report donations and gifts of over \$500 to the Police Board.
3. When practicable and economical, goods and services shall be procured in concert with the City of Delta, other police agencies, or public or private agencies working in partnership with police.
  4. The purchase of goods and services shall comply with requirements of provincial and national laws, as well as international trade agreements.
  5. Goods and services received or offered in any manner other than in accordance with this Policy, or its associated Procedure, must be reported to the Chief Constable.

## **REASON FOR POLICY**

6. To seek to ensure that the procurement of goods and services, as required to carry out duties and responsibilities assigned to the Department, is efficient, timely, cost-effective, subject to controls, and transparent.

## **RELATED POLICY**

AC11 – Conflict of Interest

## **PROCEDURES**

7. The Finance Manager and Purchasing staff shall lead the procurement of goods and services, or provide support to Department employees who have been authorized to procure goods or services, including in relation to:
  - a. contracting;
  - b. issuing purchase orders;



- c. assets disposal; and
  - d. ensuring that all transactions are in accordance with these Procedures.
8. Managers (commissioned officers and exempt managers) are responsible for:
- a. ensuring all purchases are performed in accordance with these Procedures;
  - b. delegating acquisition authority to appropriate levels; and
  - c. ensuring the Finance Manager and Purchasing staff are informed of any purchases requiring their involvement.

### **Competitive Bidding**

9. Bids from multiple potential vendors are not required to be sought when seeking to procure goods or services that:
- a. will cost less than \$2,500;
  - b. are unique in nature, such that they can reasonably only be provided by a single vendor;
  - c. are in relation to specialized professional services, e.g., legal services, strategic planning services; or
  - d. the procurement from a single vendor can be demonstrated to in the best interest of the Department.
10. When bids from multiple potential vendors are sought, vendors are to be given equal opportunity to submit competitive bids.
11. The determination of best bid from among multiple bids shall be made by the Finance Manager, or other manager responsible for the purchase, based on an assessment of economy, efficiency and effectiveness of the goods or services established by each bid.



12. The Finance Manager, or other manager responsible for the purchase, may engage in contract negotiations with one or more bidding vendors, when:
- two or more effectively identical bids have been received;
  - all bids exceed the budgeted amount;
  - all bids are not acceptable;
  - only one bid was received; or
  - a clear, justifiable preference for one bidder exists.
13. An existing contract can be extended, if the contract allows and it is deemed to be in the best interest of the Department to do so.

### **Emergency**

14. Despite the above, goods and services may be procured in the most expedient and practical manner, in exigent circumstances approved by the Chief Constable.

### **Purchasing Restrictions**

15. Except with the permission of the Chief Constable or a Deputy Chief Constable, an employee may not divide elements of a purchase in order to negate other requirements of this Procedure.
16. An employee may not purchase Department goods unless the same are available for sale to the public, with the exception of Chief Constable approved items intended to promote the Department.
17. Employees are prohibited from using Department funds or their position as an employee of the Department to purchase goods and services, for the private personal use or benefit of themselves, another employee, a Police Board member, or immediate family members of any of the same.
18. Employees are prohibited from purchasing any good declared surplus to the Department's needs or that is otherwise to be disposed of, except upon having been made available for purchase to the public by sale through a third party, e.g. at auction.