



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2683

BEING A BY-LAW TO ESTABLISH A PROCUREMENT POLICY FOR THE TOWNSHIP OF AUGUSTA

WHEREAS Section 271(1) of the Municipal Act 2001 S.O. 2001 Chapter 25 states that before January 1, 2005, a municipality and a local board shall adopt policies with respect to its procurement of goods and services

AND WHEREAS the Township of Augusta wishes to ensure appropriate financial and operational management controls are applied to the decision process in spending public money and to the accountability of the authority process

AND WHEREAS the Procurement Policy is designed to streamline the Township of Augusta's purchasing and payable process to better support the operating needs without eroding good business practices or circumventing internal controls

NOW THEREFORE the Council of the Corporation of the Township of Augusta does hereby enacts as follows that:

1. The attached Schedule "A" shall be known as the Procurement Policy for the Township of Augusta
2. The attached schedule may be amended from time to time by By-Law and any amendment shall make up part of this Procurement Policy
3. This policy shall be in place until such time as the Ministry may make guidelines under section 271(2) of the Municipal Act 2001 Chapter 25

This by-law shall come into force and take effect upon final reading.

By-law 2490 and 2551 are hereby repealed.

READ a first time this 22nd day of October 2007

READ a second time this 22nd day of October 2007

READ a third time and passed this 26th day of November 2007

REEVE

CAO/CLERK

Procurement Policy

When a purchase of goods and/or services is contemplated, the procedures and methods set out herein shall be followed:

I. General

- a) The Department Manager or designate shall be satisfied that the goods and/or services to be purchased are authorized in the approved current budget
- b) Prior to the approval of the current budget, a Department Manager or designate may incur normal operating expenditures
- c) Purchases of non-budgeted goods or services must be approved by Council resolution however, there may be certain circumstances that may require goods or services to be purchased prior to a meeting of Council and then the following will be considered to be approved: If the Chief Administrative Officer, Department Manager or designate contacts the Council by telephone and a majority of Council approve the purchase verbally then the purchase can be made with a resolution to be passed at the next immediate meeting of Council
- d) Contracts for five thousand dollars (\$5,000.00) or more or the purchase of goods or services the amount of which is included in the approved current budget and due to the nature of the goods or services to be provided would not be subject to the provisions of the normal tendering procedures (Article II Request for Tender) shall require Council approval
- e) The following processes shall be acceptable processes under this policy: Request for Tender as described in Article II, Request for Quote as described in Article III, Oral Quotations as described in Article IV, Request for Proposal as described in Article V and Emergency situations as described in Article VI
- f) There are exemptions from this procurement policy and those are listed as Appendix "A" to this policy
- g) A Vendor List of Record for the normal operating expenditures shall be attached to this policy as Appendix "B" which may be amended from time to time by the Manager of Finance
- h) Bid Irregularities shall be listed on Appendix "C" attached hereto
- i) From time to time staff may make a purchase for the Township for general supplies. Those purchases are authorized and, a request for reimbursement will be submitted along with the corresponding receipt. The Request for Reimbursement is attached to this policy as Appendix "F"

II. Request for Tender

- a) Tenders greater than Five Thousand Dollars

Formal tendering practices shall apply for the purchase of all goods and services where the estimated value is or will exceed the amount of five thousand dollars (\$5,000.00).

When the estimated value of the goods and services to be purchased will exceed five thousand dollars (\$5,000.00), advertisements of the tenders shall be placed in a local newspaper.

If the tender was one where the expertise lies with a select few suppliers OR when it is impractical to call for tender then, request tender by invitation only may be tendered and, a list of those invited shall be kept by the appropriate Departmental Manager for a period of eighteen (18) months notwithstanding any other Provincial legislation or Municipal By-Law.

All tenders, whether by advertisement or invitation shall be opened at a predetermined time and place in the presence of the Chief Administrative Officer and appropriate Departmental manager responsible for the tender or designate and one member of Council.

Council is under no obligation to accept the lowest or any tender. Council may, at its discretion, reject all tenders.

A written report to Council from the appropriate Departmental manager shall be presented at the next regular meeting of Council.

III. Request for Quote

Where the estimated value of the goods and services to be purchased is two thousand dollars (\$2,000.00) or more but less than five thousand dollars (\$5,000.00), written quotations shall be requested.

Where the written quotations from at least three suppliers cannot be reasonably obtained, the Departmental Manager or designate shall keep a record of such circumstance.

Written quotations shall be opened at a predetermined time and place, in the presence of the Chief Administrative Officer or designate, Departmental Manager or designate requesting the written quotation.

A written report to Council with recommendations shall be presented at the next regular meeting of Council with regards to the Request for Quote.

Council is under no obligation to accept the lowest or any quote. Council may, at its discretion, reject all quotes.

IV. Oral Quotations

Where the estimated value of goods and services to purchase is more than one thousand dollars (\$1,000.00) but less than two thousand dollars (\$2,000.00) oral quotations shall be required.

When this method of purchasing is used, every effort shall be made to obtain at least three (3) oral quotations.

A record shall be kept by the Departmental Manager or designate of all discussions pertaining to the oral quotations for a period of eighteen (18) months notwithstanding any other Provincial legislation or Municipal By-Law.

Departmental Managers may wish to obtain written confirmations of oral quotes for future reference.

Comparison pricing and purchasing, if practical, will be done where random purchases of goods and services with an estimated value of less than one thousand (\$1,000.00) is contemplated.

Council is under no obligation to accept the lowest or any oral quotes. Council may, at its discretion, reject all oral quotes.

V. Request for Proposal

This method of purchasing shall be used where the expertise for developing proper specifications lies in the hands of the supplier, or where additional information is required and it is impractical to call tenders.

When this method of purchasing is used, a minimum of three (3) suppliers, where possible, shall be given a written outline of the objective, purpose and need of the goods and services required.

Where the estimated value of the goods and services to be purchased is/will be greater than five thousand (\$5,000.00), Council **MAY** advertise for proposals in a local newspaper **OR MAY** request proposals by invitations only.

Written proposals shall be opened at a predetermined time and location, in the presence of the Chief Administrative Officer or designate, the appropriate Departmental Manager or designate requesting the proposal and one member of Council.

Council is under no obligation to accept the lowest or any request for proposal. Council may, at its discretion, reject all requests for proposal(s).

VI. Emergency Method of procurement

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined to be:

- a threat to public health
- the maintenance of essential municipal services
- the welfare of persons or of public property or the security of the municipalities interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

The Departmental Manager shall immediately file a report with the Chief Administrative Officer / Council outlining the circumstances leading to the emergency acquisition. Prior to the purchase, every effort shall be made to notify the Chief Administrative Officer, Manager of Finance and at least one Council member of the Finance Committee of the purchase.

VII. Disposal of Surplus Goods

The Department Manager shall obtain the approval of Council for the disposal and/or sale of surplus assets. Surplus goods shall be sold by sealed bid.

VIII. Conflict of Interest

All consultants (eg: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the municipality.

IX. Purchase of Used Fleet Equipment

The Chief Administrative Officer /designate is authorized to purchase used fleet equipment that is sold by other municipalities by private sale or public auction; sold through a vendor licensed to sell used equipment; by sealed bid; or by negotiation providing that:

1. Any purchase of used equipment with a price of over \$5,000.00 must have Councils pre-authorization with a maximum amount that can be spent for such equipment.
2. The equipment meets or exceeds the departmental equipment requirements.
3. It is documented that it is fiscally responsible to purchase a used piece of equipment rather than purchase new.
4. A report will be forwarded to Council detailing purchase information and expenses.

The Chief Administrative Officer /designate is exempt from the formal quotation/tender/proposal process when purchasing used fleet equipment by any of the methods detailed in this section.

X. Procurement Card Policy

Using Procurement Cards

1. Procurement Cards will be distributed to designated employees who are responsible for making purchases on behalf of the Township of Augusta
2. The Cards are designed to be used for purchases of goods or services not covered under some other form of purchasing agreement
3. There is a limit per transaction and monthly credit limit for each cardholder based on individual requirements
4. Procurement Cards will be used only with companies that are VISA merchants if their purchase falls within the monetary limits of the cardholder
5. The liability for charges on the Procurement Cards rests with the Department
6. The Township of Augusta is not liable for any unauthorized use of the Procurement Card which occurs after notification of loss, theft or cancellation has been received by VISA

7. The Township of Augusta will pay both taxes on all invoices but will continue to receive the GST rebates or input tax credits in the normal manner.

Application Procedure

1. The applicant requesting the card must submit a completed application in writing and must complete the “Employee Acknowledgment of Responsibilities” form which is attached as Schedule “G” to this By-Law
2. The VISA Procurement Card must be signed on the back upon receipt
3. The Procurement Card **MUST only be used** by the individual whose name is on the card

Cardholder’s Responsibilities

1. Sign the back of the card as soon as it is obtained
2. Keep the Procurement Card in a secure location with controlled access when not in use. Make a note of the card number and the telephone number to report a lost or stolen card. (The Chief Administrative Officer will also have a list of the card numbers on file for the purpose of accounts payable)
3. Inform the Chief Administrative Officer of any changes in your address or telephone number
4. Return the Procurement Card under the following circumstances:
 - a) Upon request
 - b) Upon termination of employment
 - c) When the card is no longer required
5. The Card Company is to be notified immediately as soon as a card is noticed as lost or stolen. The cardholder must also inform the Chief Administrative Officer
6. The card is not to be used for obtaining cash advances
7. Procurement Cards are not to be left in a vehicle.
8. When travelling, procurement cards are to be carried in a secure location
9. All invoices are to be handed in on the prescribed form on a weekly basis to avoid interest charges

Accounts Payable Responsibilities

1. All invoices are to be processed in a timely manner to avoid interest charges
2. Maintain an up to date register of all cardholders
3. Monitor Procurement Card activities on an as required basis
4. Provide assistance, if required in the settlement of disputed items.

Chief Administrative Officer Responsibilities

1. The issuance of the Procurement Cards upon the proper authority
2. Obtain and verify reports as requested
3. Communicate internal procedures to all cardholders
4. Inform all cardholders of the policies for the use of Procurement Cards
5. Cancel and/or recall of Procurement Cards

Appendix “A”

GOODS AND SERVICES “EXEMPT” from PROVISIONS OF THE PROCUREMENT POLICIES

1. Petty Cash Items

2. Training and Education

- a) Conferences (the appropriate form attached as Appendix “D” shall be submitted)
- b) Courses (the appropriate form attached as Appendix “E” shall be submitted)
- c) Conventions (the appropriate form attached as Appendix “E” shall be submitted)
- d) Memberships
- e) Seminars (the appropriate form attached as Appendix “E” shall be submitted)
- f) Periodicals
- g) Magazines
- h) Subscriptions
- i) Staff/Council training (the appropriate form attached as Appendix “D” shall be submitted)
- j) Staff/Council development (the appropriate form attached as Appendix “E” shall be submitted)
- k) Staff/Council workshops (the appropriate form attached as Appendix “E” shall be submitted)

3. Employee/Council Expenses (the appropriate form attached as Appendix “E” shall be submitted)

- a) Advances for travel
- b) Meal allowances
- c) Travel & Hotel accommodation

4. Employer’s General Expenses

- a) Payroll deduction remittances
- b) Licences (vehicle, radios etc.)
- c) Debenture payments
- d) Grants to agencies
- e) Payments of damages
- f) Tax remittances
- g) Charges to/from other Government or Crown Corporations
- h) Employee income

5. Professional and Special Services

- a) Committee fees
- b) Honoraria
- c) Arbitrators
- d) Legal settlements

6. Utilities

- a) Postage
- b) Heat/Hydro
- c) Telephone

Appendix “B”

VENDOR LIST

A&E Welding & Repairs
A-Maccal Construction Technologies
ABC Fire Protection
Acklands-Grainger
Aglinc
Agri-West Corporation
Ainley Graham & Associates
AJ Stone Company
Alarmed For Life
Algonquin General Store
Algonquin Towing
Allied Medical
Alpha Vico
AMCTO
Anderson Aluminum
Antique Wheels in Motion
Areo-Fire
Armtec Ltd.
Athens Fire Department
Augusta Fire Department
Augusta Library Board
Auto Trader
Baker's Electronics
Barnes Distribution
Beach Home Hardware
Belair Recreation
Bell Canada
Bell Mobility
Benson's
Bill Ferguson Construction
Bissell Cemetery
BOC Canada
Brock Mechanical
Brockville Angels
Brockville Fire Protection
Brockville General Hospital
Brockville Home Hardware
Brockville Recorder & Times
Brockville Tractor Trailer
Brockville Truck Centre
Brown's Enterprises
Bruce Sales Inc.
Burchell Fencing
Busch Systems International
By The Blade
C & L Specialty Maps
Caduceon Environmental Labs
Canada Law Book
Canada Post
CN Rail
Canadian Parks
Canadian Salt Company
Canpage Communications
Cardinal Couriers
Carleton Uniforms
Carpenter Cemetery Board
Carswell
Carty's Tree Service
Cassidy's Engraving & Trophies
Catholic District Scholl Board
Champion Industrial
Champion Road Machinery Sales
Chick's Office Print & Gift
Christie Aluminum
Christie Walther
Chum Radio
CITI Commerce Solutions
City of Brockville
Clark-Kavanagh Inc.
Class A Fire & Rescue
Classic Trophies & Gifts
Clean Ontario
Cliff Yeatman Excavating
Commercial Tire
Communities In Bloom
Compare
Coneen Asphalt Division
Connect Youth Inc.
Conseil De Ecoles Publique
Conseil Scolaire De District
Countryside Estates
Coville Electric
Craig Keen Despatie Markell
Cristill Rock
Cruickshank
D & D Tree Service
D & J Tree Service
D Pearlman & Associates
DWJ Plumbing & Sons
Daltco Electric & Supply
Dave Irish Well Drilling
Dave's Reliable Signs
Day-Timers of Canada
Delcan Corporation
Deluxe Auto Glass
Digital Networks
District 8 Road Superintendants
Dixie & Egan Ltd.
Dundas Bus Service
Dundas Power Line Ltd.
Dupont Canada
Dyno Noble Nitrogen Inc.
Eastern Engineering Group Inc.
Eastern Ontario Firefighters
Elmers Construction
Falcon Security
Fast Eddie's Auto Recycling
Fed Ex
Finucans General Store
Fire Safety Distribution Centre
First Reformed Church
Fisher's Regalia
Flags Unlimited
Flowers Brockville
Fluorescent Lamp Recyclers
Foley Auto Recyclers
Food For All Food Bank
Ford Electric Company Ltd.
Foster Equipment
Frank Cowan Company Ltd.
Frank's Pizza
Fredquip
G & S Kinghorn Enterprises
G. Tackaberry & Sons
G.C. Hudson Supply
Gator Rental
Glenmore Enterprises
Global Upholstery
Grenville County Historical Society
Grenville Plowman's Association

Grenville Snowmobile
 Grounds Master
 Hansler Industries
 Hansler Smith Ltd.
 Heart & Stroke Foundation
 Henderson Printing
 Hendrix
 Herbison Tree Service
 Hilbrae Embroideries
 House of Décor
 House of Flowers
 Howard Campbell & Sons Ltd.
 Humane Society
 Hydro One Networks
 Icompass Technologies
 Industrial Electrical Contract
 Intelivote Systems Inc.
 Irving H. Miller Ltd.
 J Anstead Sand & Gravel
 JR Stockwell
 JR Business Equipment
 JJ Jenson Plumbing & Heating
 James Fire & Safety Products
 Joe Computer
 Jordan & Wiseman
 JRS Computer Networks
 Kal Tire
 KKD Construction
 Kemptville Fire Department
 Ken Miller Excavating
 King Edward Auto Parts
 Kirkland's Truck Repair
 Knapp's Paving & Landscaping
 Knapp's Yamaha Limited
 KNT & Services
 Krown Body Maintenance
 Kylecrest Farms Ltd.
 L. Zigman & Sons Ltd.
 L.A. Knapp Inc.
 L.C.B.O.
 Lafarge Canada Inc.
 LaFleur Industries
 Leeds & Grenville Counties
 Leeds & Grenville County
 Leeds & Grenville Training
 Levac Propane Inc.
 Levac Supply Limited
 Levitt Safety Limited
 Lightning Equipment Sales Inc.
 LJ Home Improvements
 M & L Supply
 M5 Digital Products
 MacEwen Petroleum
 Maitland Education
 Maitland Store
 Malberg Truck Trailer
 Manpower
 Marcel Equipment Limited
 Mark's Stereo Centre
 Marshall Macklin Monaghan
 Maynard Cemetery Board
 Maynard Store
 McSweeney & Associates
 MERC
 MFOA
 Michelin North America Inc.
 Mills Electric
 Potter Small Engine Sales & Service
 Powell Fuels
 Minister of Finance
 Ministry of Municipal Affairs
 Mississippi Mills Fire Dept.
 Mitchell Office Forms Ltd.
 Modern Electric Motor Service
 Montfort Hospital
 Morris Chemicals Inc.
 Motion Canada
 MPAC
 MT Advertising & Sports Ltd.
 Mulders
 Municipal Engineers Assoc.
 Municipal Events
 Municipal Health & Safety
 Municipal Human Resources
 Municipal Law Enforcement
 Muniapal Tax Collectors
 Municipal Waste Integration
 Muniapical World Inc.
 Munisoft
 MWIN
 Naschem
 National
 National Radiator Ltd.
 Nedco-Div. of Rexel Canada
 Nitrochem Corp.
 North Augusta Education & Recreation Association
 Norton's Crane Rentals
 Nuisance Wildlife Control
 O'Reilly's Your Independent
 Oacett
 OAPSB Zone 2
 OBOA Golden Triangle Chapter
 OEEDC
 OEMC
 OFIX
 OGRA/ROMA Housing Bureau
 OMERS
 OMFPOA
 Onsource-Ontario Hydro Energy
 Ontario Aggregate Resources
 Ontario Assoc. of Fire Chiefs
 Ontario Association of Property Standard Officers
 Ontario Building
 Ontario Clean Water Agency
 Ontario Good Roads Association
 Ontario Ministry of Agriculture & Food Affairs
 Ontario Municipal Jobs
 Ontario Municipal Fire Mechanical Officers Assoc.
 Ontario Property Assessment Office
 Ontario SPCA
 Ontario Web.
 Ontrac Equipment Services
 OPSEU
 Orderline
 Ottawa Valley Roofing Ltd.
 PK Heating & Cooling
 Pacific & Western Bank
 Parcoll Products Ltd.
 Peterborough Flood Relief
 Pickseed Canada Inc.
 Pioneer Research
 Pitney Bowes
 Plane's Concrete
 Planes Precast Concrete Ltd.
 Polite Sand & Gravel Ltd.
 Postage By Phone
 Steve & Sons Plumbing
 Steve Polite Sand & Gravel Ltd.

Prescott & District
 Prescott Animal Hospital
 Prescott Building Centre
 Prescott Figure Skating Club
 Prescott Fire Dept.
 Prescott Glass & Home Renovations
 Prescott Machine & Welding
 Prodecad Ltd.
 Publications Ontario
 Purolator
 QPR
 Quintan Products Inc.
 R & S Auto Glass
 R. Senior Services Ltd.
 R.C.L. BR 97 Poppy Trust Fund
 R.Steinbach/N.Barnes/K.Macneil
 Reaction Distributing Ltd.
 Read's Cemetery
 Receiver General
 Record News Communications
 Red Stallion - E May
 Reliance Home Comfort
 Richard M. Tobin
 Richard Skoryna In Trust
 Rideau Valley Conservation
 Ripnet Ltd.
 Riverside Pontiac Buick
 Riverview General Repairs
 Roebuck Education & Recreation Committee
 Roebuck Seniors Club
 Roebuck Women's Institute
 ROMCO
 Ron Ball Refrigeration
 Rona Cashway Building Centre
 Roselawn Memorial Gardens
 Royal Bank of Canada
 Royal Bank Visa
 Royal Canadian Legion BR 604
 Russell's Lawn Care
 Safedesign Apparel Ltd.
 Safety-Kleen
 Sands Canada Inc.
 Scotiabank
 Scugog Signs
 Sears
 Seaway Doors Ltd.
 Simple Solutions
 Skate Spencerville
 Smiths Construction Company
 South Grenville
 South Nation
 Southeastern Telecommunications
 Spencerville Agricultural
 Spencerville Home Hardware
 Splash Well Drilling
 Sprucelawn RMD Corporation
 St. Andrews United Church
 St. Vincent Palliative Care
 St. John Ambulance
 St, Lawrence Printing
 St. Lawrence Shakespeare
 Stantec Consulting Ltd.
 Steinbach Homes Inc.
 Sterlmar Equipment
 Stewart Corbett
 Stokes International
 Strictly Transmissions Ltd.
 Strongco
 Superior Emergency Vehicles
 Superior Motorsport Ltd.
 Superior Propane
 Swish Maintenance Ltd.
 T.S. Toner
 Team Industrial Services
 Techno Feu Inc.
 Telus Mobility
 Templeman Consulting Group Inc.
 The Bank of Nova Scotia
 The Gravel Doctor
 The Kinsmen Club of Prescott
 The Public Sector Digest Inc.
 The Sign Factory
 Thousand Island Concrete
 Tibben Equipment Ltd.
 Tim Allen's Aerial Services
 Tim Hortons
 TLCK Equipment repair
 Top Line Enterprises
 Tor Mac Tree Service Ltd.
 Toromont CAT
 Toronto Stamp Inc.
 Toshack
 Town of Lincoln
 Town of Prescott
 Township of Augusta
 Township of North Grenville
 Tri County Mechanical
 TRS Heating & Cooling
 TSC Stores
 Tunnock Consulting
 Twp Elizabethtown-Kitley
 Twp Edwardsburg-Cardinal
 Tyroute Communications
 Ultramar Ltd.
 Union Energy
 Union Gas Ltd.
 United Church
 United Counties of Leeds & Grenville
 Upper Canada HVAC Systems
 Valley Sanitation Service
 Vanzulen Alignment Ltd.
 Veterans Memorial Highland
 Visser Signs
 W & D Lawn Service
 WL Peters
 W. Baxter Products
 Waste Management
 Waterfront Regeneration
 Watermark Printing
 Watts Small Engines
 Weagant Farm Supplies Ltd.
 Wellteck Environmental
 WESA
 West End Motors
 Wireless Centre
 Wolseley Mechanical Group
 WSIB Ontario
 Xerox Canada Ltd.

Appendix “C”

BID IRREGULARITIES

BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor irregularities”.

A “**major irregularity**” is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. Any bid, which contains a major irregularity, must be rejected.

A “**minor irregularity**” is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors.

The Departmental Manager may permit the bidder to correct a minor irregularity.

MATHEMATICAL ERRORS - RECTIFIED BY STAFF

The Chief Administrative Officer/designate will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

ACTION TAKEN:

The Chief Administrative Officer/designate will be responsible for all action taken in dealing with bid irregularities, and act in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1	late bids (by any amount of time)	X		automatic rejection
2	bids completed in pencil	X		automatic rejection
3	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4	EXECUTION OF AGREEMENT TO BOND a - Bond company corporate seal or equivalent proof of authority to bind company or signature missing b- surety company not licensed to do business in Ontario	X		automatic rejection
5	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
6	unsealed tender envelopes	X		automatic rejection
7	pricing or signature pages missing	X		automatic rejection
8	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is de minimus (trivial or insignificant) where security is required and amount of security is specified in request, automatic rejection
9	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
10	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X or	X	automatic rejection
11	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in there request
12	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
13	Un-initialed changes to the request documents which are minor (i.e.; the bidders address is amended by overwriting but not initialed)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
14	alternate items bid in whole or in part	X		available for further consideration unless specified otherwise in request
15	unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
16	other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
17	pages requiring completion of information by vendor are missing	X		automatic rejection
18	bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

NOTE: The above list of irregularities should not be considered all-inclusive. The appropriate Department Manager, will review minor irregularities not listed. The appropriate Department Manager may then accept the bid, or request that the bidder rectify the deviation.

Appendix "D"

**Conference - Seminar - Workshop
Request for Attendance**

Date of Submission:	
Name of Employee:	Department:
Name of Event:	Cost: \$
Date of Event:	Location:

Items of Interest on the Agenda

1
2
3
4
5

Approval to attend: _____
(Signature of Manager)

Date: _____

Presentation of Information Proposed Date: _____

Proposed Improvement/Changes to be implemented and Target Dates

1
2
3
4
5

Signature of Employee

Signature of Manager

Appendix "E"

Expense Account Report

Date Submitted:	Event Date (s):
Employee Name:	Working Days:

Type of Event	Course	Conference	Seminar	Meeting
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Event Name:	Location:
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Travel Costs		Rate	GST	PST	Total
Rail					
Mileage (kms @ \$.040)					
Other Expenses					

Hotel and Meals

Hotel* days @			
Breakfast days @ \$15.00			
Lunch days @ \$17.50			
Supper days @ \$35.00			
Incidentals days @ \$15.00			
Registration Fee			
Total			

*Hotel Reservations:

Rate per night plus taxes

\$ _____

Confirmation Number:

Signature of Employee

Date

Approval

Signature of Manager

Date

GL Account Number(s)

Appendix "F"

Request for Reimbursement

Township of Augusta
3560 County Road 26
RR2 Prescott ON K0E 1T0
613-913-4231 Fax: 613-925-4231

All Receipts MUST be attached in order for reimbursement to be approved

Employee (print name)

Purchase(s)	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
GST	\$ _____
PST	\$ _____
Total amount requested for reimbursement	\$ _____

Description of Goods Purchases:

Department(s) that will be using the goods:

Signature of Employee that purchased goods

Date

GL Account Number(s)

Approved
(Signature of Department Head)

SCHEDULE “G”

Employee Acknowledgment of Responsibilities and Obligations for the Use of the Procurement Visa Card

1. I understand that the card is approved for corporate purchases only, and I agree not to charge any personal purchases
2. I agree to immediately notify the Royal Bank if the card is lost or stolen. I further agree to confirm the telephone call by mail or facsimile with copy of such notification to the Chief Administrative Officer
3. I agree to surrender the card immediately upon termination of employment with the Township of Augusta whether for retirement, voluntary or involuntary reasons
4. I understand that the card is issued in my name under the Corporation of the Township of Augusta (Corporate Card). I will undertake to protect the card and card account number from unauthorized use and realize that it is for my use only not to be divulged to any other person (except a merchant with whom I am transacting business on behalf of the Township of Augusta)
5. All charges will be billed to the Township of Augusta and paid by the Township of Augusta. The Royal Bank **cannot** accept any monies from me directly therefore any personal charges billed to the Township of Augusta may be considered misappropriation of public funds
6. I understand that this card is the property of the Royal Bank of Canada assigned to me on behalf of the Township of Augusta and agree to comply with internal control procedures designed to protect corporate assets
7. I understand that the card will be revoked by the Chief Administrative Officer for failure to adhere to established policies and procedures
8. I understand that the Township will receive a monthly statement and that I will verify all purchases, provide the receipts and forward to the next level as per the Signing Authority Policy. The receipts are due into the office on a weekly basis on the designated form
9. I understand that the card is not provided to all employees and assignment of a card is based on the need to purchase goods and services for the Township of Augusta. The card is NOT an entitlement nor is it reflective of title or position.
10. I have received a copy of the By-Law and understand the Procurement Card User Guidelines.

I, _____ hereby acknowledge receipt of the Procurement <small>(Print Name)</small>	
Card issued by the Royal Bank of Canada, Card Number _____ <small>(Print Card Number)</small>	
_____ <small>(Employee Signature)</small>	_____ <small>(Date)</small>
_____ <small>Chief Administrative Officer</small>	_____ <small>(Date)</small>