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Purchasing and Procurement Policy

Purpose

To establish limits on purchasing authority so that the Rural Municipality of Milton No. 292 (“the RM”) may operate effectively and efficiently.

Definitions

“Council” means the council for the Rural Municipality of Milton No. 292

“Professional Services” shall include the services of a Consultant, Engineer, Environmental Monitor, Solicitor, Auditor, and Insurance Broker and any other professional services required by Council

“RM” means the Rural Municipality of Milton No. 292

Scope

All RM expenditures shall be made in accordance with this policy.

Spending Limits – Administrator and Foreman

The Administrator shall have the authority to:

Authorize the following items at their discretion, without Council approval, to a maximum amount of \$2,500.00:

- Supplies and small tools
- Equipment
- Contract work
- Office expenditures

The Administrator shall advise council at its next regular meeting of the particulars of the transactions undertaken under this policy in the Administrator’s Report, including but not limited to:

- The amount paid
- The payee
- Expenditure purpose

The Foreman shall have the authority to:

Authorize the following items at their discretion, without Council approval, to a maximum amount of \$2,500.00:

Supplies and small tools

Equipment

Contract work

Shop expenditures

The Foreman shall advise council at its next regular meeting of the particulars of the transactions undertaken under this policy in the Foreman's Report, including by not limited to:

The amount paid

The payee

Expenditure purpose

The Administrator & Foreman authority is subject to the following limitations:

Council consultation and approval is required for all purchases/contracts/services greater than \$2,500.00

All professional services regardless of the dollar value must be hired after council approval.

Purchases greater than \$25,000 but less than \$75,000

All purchasing of goods, materials, or equipment having an estimated value of \$25,000 but less than \$75,000 shall require written quotations from a minimum of three suppliers. The council will review the quotations and make the final decision regarding a purchase.

Purchases of \$75,000 or higher

All purchases of goods, materials, or equipment \$75,000 or higher will be carried out by a tender process carried out using best practices. A formal tender document shall be prepared by the Administrator and the tender shall be posted on www.sasktenders.ca. The tenders will be presented to council for their review and selection.

The RM is a member of the Saskatchewan Association of Rural Municipalities (SARM) and uses the SARM trading program to make purchases when it is determined to be the best decision. The SARM trading program is part of a national cooperative procurement program that ensure compliance with all trade agreements. When the RM uses the SARM trading department for procurement, the purchase of goods, materials or equipment \$75,000 or higher need not be advertised for tender.