

4032 - PROCUREMENT POLICY

4032.1 Policy Statement:

The policy set forth in this document establishes the standards and guidelines for the procurement of supplies, equipment, construction and services to ensure that they are obtained as economically as possible through an open and competitive process and that contracts are managed with good administrative practices and sound business judgment.

4032.2 Policy Direction:

4032.2.1 Code of Conduct

4032.2.11 Directors and members dealing with any financial matter must disclose any Conflict of Interest in accordance with BCC By-Law 12 dated November 28, 2018 Section IV Governance, page 6. Directors with conflict of interest shall be excused from BCC Board discussion and vote.

4032.2.12 The BCC's code of conduct policy is of utmost consideration when conducting procurement activities and should be referred to directly. Of particular note, BCC employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favours or anything having a monetary value in excess of \$50 from a vendor, potential vendor or bidder or from any party to a sub-agreement or ancillary contract.

4032.2.13 The BCC shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed a procurement related infraction.

4032.2.2 Solicitation and Competition

4032.2.21 It is the policy of the BCC that, to the maximum extent possible, all procurement transactions over \$2000 shall be conducted to provide free and open competition amongst suppliers. In order to achieve same all solicitations must clearly specify the scope and standard of goods/services to be supplied and seek competitive offers where possible to achieve the appropriate quality at the best price.

4032.2.22 Wherever practicable, quotations shall be solicited from a minimum of three suppliers. All bids shall be directed to the Club Manager who shall collate and file same.

4032.2.23 With respect to the provision of services and the serial supply of goods, all contracts must be competed at least every three years. Renewals of multi-year commitments may be made, within the terms of the contract, without further review.

4032.2.3 Selection

4032.2.31 Price should be the primary factor in the selection process but the BCC is not required to select the lowest price if other factors are important to the decision such as length and quality of service, relationship with the Club, customer recommendations, etc.)

4032.2.32 Awards shall be made to the bidder whose bid is both responsive to the solicitation and is most advantageous to the BCC (price, quality and other factors).

4032.2.33 In the event of a first time vendor, the provision of a minimum of two recent (with 12 months) references by customers shall be an absolute requirement.

4032.2.4 Documentation

4032.2.41 All procurements shall be supported by retained documentation, including:

1. The original solicitation including required standards;
2. All vendor submissions (including references);
3. The bid analysis criteria and reasons for selection; and
4. The ultimate contract.

4032.2.5 Contract Administration

4032.2.51 The responsible employee, officer, director, volunteer or agent shall ensure appropriate oversight of the awarded procurement. The following shall be ensured:

1. The method of procurement is documented and records maintained for 5 years (save financial and tax related documentation which shall be retained for eight years);
2. All activities are carried out and costs only incurred in compliance with the applicable requirements; and
3. Before payment is made, the services and/or goods are adequate and in compliance with the contracted scope.

4032.2.6 Delegations and Methodology

4032.2.61 Cheque Release System

1. A purchase must be approved before goods, equipment or services are ordered and delivered. A cheque shall not be processed until all conditions detailed in this policy are met.
2. Authorized signatories are Executive Committee members, the Club Manager and additional Directors based on the availability of the foregoing.

4032.2.62 Credit Cards and Petty Cash

1. For procurements under \$2000, the preferred method of payment shall be by Credit Card or through the use of Petty Cash.

4032.2.63 Unauthorized Purchases

1. Failure to comply with this policy shall be deemed an Unauthorized Purchase as shall be the sole responsibility of the individual making the commitment.

4032.2.64 Emergency Purchases

1. Emergency purchases may be made in situations where time does not permit strict compliance with this policy. Emergency situations are defined those that are required to respond to the immediate safety, security, and minimizing of loss in terms of health, environment or BCC assets. In such case authorizations to proceed may be conveyed by expedient means ensuring that, to the maximum extent possible, the spirit of the policy is followed.
2. The requestor must:
 - a. Demonstrate the true urgency of the situations;
 - b. Indicate vendor willingness to proceed;
 - c. Demonstrate the availability of funds; and
 - d. Formally notify the Board of the event at the earliest possible time.

4032.2.65 Solicitations

1. A request to tender shall be transmitted in writing and responses shall be in like form. Electronic transmission is acceptable.
2. No solicitation shall be subdivided to circumvent the following rules of delegation.
3. All bids shall be directed to the Club Manager and shall arrive prior to the stated deadline to be considered.

4032.2.66 Delegation of Authority (all amounts excluding taxes)

1. Orders under \$5,000 – no quotes required.
 - a. Commitments and/or expenditures in the day to day operation of the BCC or are within a BCC Board approved budget are within the authority of any Director
 - b. All other commitments and/or expenditures require the informal assent of a minimum of three directors
2. Orders \$5,000 to \$12,000 – three written quotations required, approval of Executive Committee, notification to the Board at next meeting.
3. Orders over \$12,000 to \$60,000 – a tender or written proposal and/or three written quotations are required, approval by the Board of Directors and falls within the current BCC strategic plan for facility maintenance that has a majority vote of the membership at a duly called and conducted general membership meeting.
4. Orders over \$60,000 – A tender or written proposal and/or three written quotations are required. Exceptions to this can be approved by a majority vote of the BCC Board followed by approval of a majority vote at a membership meeting. In any case a majority vote at a membership meeting is required.
5. Exception – contracts for the Club Manager and the Ice Technician shall be solely within the purview of the Executive Committee, provided that the quantum of the contract falls within the BCC Board approved budget.

4032.3 Policy Accountability:

Policy Authority: The Director Risk is responsible for responding to queries on this policy (policy owner).

Policy Application: The Policy applies to all members of the BCC Board as well as any member or employee entrusted with managing any aspects of funds, procurement or financial related issues.

4032.4 Related Documents:

BCC Bylaw 12 dated 28 November 2018

4031 - Financial Management and Control Policy May2020.docx

4051 – Code of Conduct Policy Dec2019.docx

Standard Form of RFP

4032.5 Policy Dates:

Board of Directors Approval Date:

Policy Review Date: