

<b>COUNTY OF WETASKIWIN NO. 10</b>  <b>Municipal Policy &amp; Procedures Manual</b>	<b>FUNCTION:</b>  1000 General Government Services
	<b>SECTION:</b>  1900 Purchasing

**ACQUISITION OF GOODS AND SERVICES FROM COUNTY STAFF  
POLICY #1903**

**POLICY STATEMENT**

The Council of the County of Wetaskiwin No. 10 wish to ensure that staff providing goods or services to the County privately are not provided with an advantage over other suppliers and that all transactions of this nature are conducted in a fair and equitable manner. Therefore all acquisitions for goods or services involving or perceived to involve a County employee must be conducted in a manner such that the public are assured the transaction is free from prejudice or bias.

**PROCEDURES**

1. Any acquisition from a staff member of the County will be approved only upon the completion of a tendering process which indicates that the good or service provided by the staff member is the lowest or most beneficial bid for the County.
2. Requests for proposals or bids will be distributed, through public notice or private invitation, to all relevant suppliers and the staff member shall not be provided with any information which may be perceived to provide an advantage during the bidding process.
3. All bids and proposals will be evaluated utilizing pre-set criteria designed to identify the optimum bid.
4. In the event the recommended bid, regardless of supplier, exceeds the approved budget levels, the tender and bids will be brought before Council.
5. In the event the County staff member is the sole supplier of the good or service and it is not feasible or possible to solicit bids or quotes from other suppliers, the purchase order must be approved and signed by the Administrator, prior to confirming the acquisition.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	June 15, 1999	99/211 C	1 of 1