



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.4 Purchasing

12.4.5

Title Procurement of Goods, Services & Construction

1. Policy Statement:

- 1.1. The County shall procure Goods, Services, and Construction through fair, consistent, open, and transparent processes that are publicly accountable, free of bias, and compliant with applicable provincial and federal legislation, bylaws, and trade agreements. Procurement decisions will support the County's strategic objectives, seek to obtain the best value for the County, and be conducted ethically to minimize organizational risk.

2. Procurement Principles. The County shall conduct procurement activities in a manner that:

- 2.1. applies a best value approach to the procurement of Goods, Services, and Construction projects, where feasible;
- 2.2. maintains a high standard of accountability and transparency;
- 2.3. supports an open, fair, and non-discriminatory competitive process, where practicable;
- 2.4. complies with all applicable federal and provincial legislation, regulations, and the County's bylaws and policies;
- 2.5. fosters positive vendor relationships through informed, consistent, and ethical purchasing practices;
- 2.6. complies with the Canadian Free Trade Agreement (CFTA), and/or the New West Partnership Trade Agreement (NWPTA), and any other trade agreements binding on the County to ensure fair and open procurement opportunities; and
- 2.7. protects the confidentiality and privacy of information obtained during procurement activities, ensuring such information is not used for personal gain or improperly disclosed, and that all communications and decisions are fair, accurate, and not misleading.

3. Responsibilities – Council. Council is responsible for:

- 3.1. approving the Procurement Policy that establishes the basic direction, philosophies, and values for the procurement of goods and services for use by the County;
- 3.2. approving the County's annual operating and capital budgets; and
- 3.3. authorizing purchases that exceed approved budgets or exceed the Chief Administrative Officer's (CAO) signing authority, in accordance with the Roles and Responsibilities Policy.

4. Responsibilities – CAO. The CAO is responsible for:

- 4.1. awarding contracts within approved budgets and delegated signing authority limits; and
- 4.2. reporting all contract awards made under delegated authority to Council for information, in accordance the Roles and Responsibilities Policy.

5. Procurement Process:

- 5.1. All procurements that exceed applicable trade agreement thresholds must be publicly tendered and posted on the Alberta Purchasing Connection (APC) or a comparable open bidding platform. APC is an online marketplace that enables public and private sector users to

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advertise, distribute, and access procurement opportunities for goods, services, and construction in Alberta. In addition to posting on APC, all public procurement opportunities shall be posted on the County's Bid Posting website page and advertised in accordance with the County's Advertising Bylaw.

- 5.2. For items not purchased through a Vendor of Record program, Canoe Purchasing Program or similar group purchasing program, refer to Sections 6, 7 and 8.

6. Procurement Process: Purchase of Goods & Services

Procurement Threshold	Process	Process Required
\$0 - \$10,000	Direct Purchase	▪ If asking for quotes, simplified, non-competitive process. ▪ Minimum two quotes preferred. ▪ Purchase shall be awarded to supplier offering best value, considering price, quality, availability, service and operational requirements.
\$10,000-\$75,000	Informal Competitive Procurement	▪ Three written quotes ▪ Documentation required ▪ Request for Quote or RFP
\$75,000 or above	Formal Competitive Procurement	▪ Fully open competition and public Request for Quote (RFQ), Request for Proposal (RFP) or Invitation to Tender (ITT). ▪ Involves sealed bids or proposals ▪ Must be posted to APC and County Website

7. Procurement Process - Construction

Procurement Threshold	Process	Process Required
\$0 - \$74,999 (includes additional work)	Simplified process	▪ Direct Purchase
\$75,000 – below \$200,000	Formal Procurement Process	▪ Documentation required ▪ RFQ or RFP or ITT ▪ Advertising on APC & Website
\$200,000 or above	Formal Competitive Bidding Process	▪ Fully open public competition ▪ Involves sealed bids or proposals ▪ May involve prequalification process ▪ Must be posted to APC and Website.

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8. Advertising Procurement Opportunities:

- 8.1. The County's standard for communicating competitive Procurement opportunities is through the Alberta Purchasing Connection, a web portal which is required for advertising all Alberta Public Procurement activities.
- 8.2. The County will also post its Procurement opportunities (both competitive and non-competitive) through an electronic submission portal on the County website to reach a wider audience including local Vendors.
- 8.3. The County will complete all requirements of the Public Notice and Advertising Bylaw.

9. Rural Municipalities of Alberta (RMA) Procurement:

- 9.1. The County intends to participate in one or more procurements conducted by the Rural Municipalities of Alberta (RMA).
- 9.2. For further information and access to the Rural Municipalities of Alberta (RMA) tender notices can be viewed through the Alberta Purchasing Connection (APC) website at <http://www.purchasingconnection.ca>.
- 9.3. Confirmation of this participation will be posted yearly on APC.

10. Types of Procurements:

Direct Purchase to \$10,000	A minimum of two written quotes preferred. Factors include, time, quality, cost. Many departments make bulk purchases throughout the year for supplies. On an annual basis, Administration will review and validate recurring purchases to ensure best value.
Single Source / Sole Source	A Single Source or Sole Source procurement may be appropriate where a competitive process is not practical or an emergent situation exists. This may include circumstances where only one supplier can meet the County's requirements due to specialized expertise, proprietary technology, compatibility with existing systems, continuity of ongoing services, urgent operational needs, or where changing suppliers would result in unreasonable cost, delay, duplication of work, or risk to service delivery. Sole source procurement should be used only when justified, documented, approved in accordance with delegated authority, and compliant with applicable legislation, trade agreements, and County policy. A Single Source/Sole Source Justification Form must be completed and approved by the CAO and is located in the Administrative Directive.
Request for Quotation (RFQ)	A Request for Quotation (RFQ) is a structured procurement document used to invite suppliers to submit competitive price bids and delivery timelines for highly specific, standardized goods or services. Because the County already knows the exact technical specifications and quality requirements of what they need, the primary objective of an RFQ is to establish the best possible cost and financial terms. It should be used exclusively when purchasing commodities, off-the-shelf items, or well-defined deliverables

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	where vendors are easily comparable, and price is the ultimate deciding factor.
Request for Proposal (RFP)	A Request for Proposal (RFP) is a structured procurement document used to invite suppliers to propose comprehensive solutions to a specific business problem or project. Unlike a price-driven RFQ, an RFP is heavily focused on the strategy, methodology, and expertise the vendor brings to the table. It is best used when requirements are complex or open-ended; the ideal solution is not yet known, and the County needs to evaluate vendors based on a combination of technical capability, project timeline, and overall value rather than cost alone.
Invitation to Tender (ITT)	An Invitation to Tender (ITT) often referred to simply as a tender, is a formal structured procurement document used to invite suppliers to submit a comprehensive, binding bid to supply goods, services, or large-scale works (frequently used in construction, engineering, and public sector projects). Because the County has a highly detailed, rigid set of blueprints, compliance guidelines, and contractual terms, the primary objective of an ITT is to evaluate which vendor can most reliably meet those strict requirements under the most favorable commercial terms. It should be used for high-value, complex, or legally regulated projects where the scope of work is fully defined, leaving no room for negotiation on the requirements, and requiring an objective, multi-layered evaluation of cost, compliance, and capability.

NOTE: See Administrative Procedure for detailed instructions on the types of procurements.

11. Executive Limitations:

- 11.1. Executive limitations, including authority limits for contracts, leases, purchases, and other commitments made on behalf of the County, will be outlined in the Roles & Responsibilities Policy. This Policy will defer to the Roles & Responsibilities Policy for the applicable authority thresholds, conditions, and approval requirements

12. Evaluations:

- 12.1. The formal competitive bidding process shall include a clear and specific set of evaluation criteria, which shall be outlined in the Administration Directive and listed in the procurement document.

13. Tender Award and Bidder Claim

- 13.1. The County reserves the right to accept or reject any or all Tenders and to waive irregularities and informalities at its discretion. The County reserves the right to accept a Tender other than the lowest Tender without stating reasons. The County has the right to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the County deems appropriate.
- 13.2. By the act of submitting its bid, the Bidder agrees that any claim the Bidder may have in relation to the award of the work by the County is limited to damages for the reasonable cost of preparing the bid and that the Bidder has no right to seek loss of anticipated profit.

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14. Disqualifications:

- 14.1. The County reserves the right to disqualify any submission that does not meet the requirements outlined in the procurement document(s).
- 14.2. Disqualifying factors may include, but are not limited to, the following:
 - a. late submissions;
 - b. failure to provide bid security, bonding, insurance certificates, or mandatory documentation;
 - c. failure to attend mandatory site meetings;
 - d. failure to comply with technical or administrative submission requirements; or
 - e. non-conformance to mandatory specifications or project timelines.
- 14.3. The County maintains sole discretion in determining the materiality of any irregularity and to decide whether any deviations are minor and may be waived in the best interest of the County.

15. Eligibility to Bid:

- 15.1. A Vendor may be excluded from eligibility to submit a bid, proposal or quote or a submitted bid, proposal or quote may be summarily rejected and returned to a Vendor where the County, in its absolute sole discretion, determines that one of the following circumstances has occurred:
 - a. The Vendor is involved in litigation with the County;
 - b. The Vendor has failed to pay an amount owed to the County when due and owing (including without limitation any tax arrears outstanding);
 - c. There is documented evidence of poor performance, nonperformance or default by the Vendor in relation to any contract with the County;
 - d. The Vendor has been convicted of a criminal offence including but not limited to fraud or theft; or
 - e. The Vendor has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, where the circumstances of that conviction demonstrate a disregard on the part of the Vendor for the health and safety of its workers, County Employees or the general public.

16. Information & Confidentiality:

- 16.1. The release of all information shall be done in accordance with the Access to Information Act and the Protection of Privacy Act.
- 16.2. During the procurement process, any information made available to a prospective vendor shall be made available to all prospective vendors in writing.
- 16.3. Information that may create unfair advantage will remain confidential and will not be released to the public or a single potential vendor.

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17. Disputes:

17.1. Disputes shall be as per current legislated requirements.

18. Definitions (if applicable): are created and maintained in the Definition Index.

19. Related Documents:

19.1. Administrative Procedure – Procurement of Goods, Services & Construction

19.2. Roles & Responsibilities Policy 11.0.1

Previously Signed

CAO Scott MacDougall

CG20260929.010

Council Resolution