

**Procurement Policy for City of Hamilton BIAs
Ottawa Street Business Improvement Area**

PROCUREMENT POLICY (As of February 21, 2023)

The objective of this Procurement Policy is to procure the necessary quality and quantity of goods and/or services for the BIA while maintaining appropriate controls.

Procurement Process

Annual Dollar Value

Requirements

Approval Authority

Authority to Sign Contracts (if there is a Contract)

Up to but not including \$1000

does not cause an overage in the appropriate category of the current BIA approved budget

no quotes required

reported to the Board of Management at its next meeting
Executive Director or Chair (Board of Management to approve if the procurement is from a Director's business)

As per the BIA by-laws

\$1000+\$1

does not cause an overage in the appropriate category of the current BIA approved budget

at least three independent written quotes from vendors

reported to the Board of Management at its next meeting
Executive Director or Chair (Board of Management to approve if the procurement is from a Director's business or to decide how to proceed when fewer than three independent written quotes are received)

As per the BIA by-laws

Board of Management

(including deciding how to proceed if fewer than three independent written quotes are received)

Executive Director or Chair (Board of Management to approve if the Procurement is from a Director's Business)

As per the BIA by-laws

Debit Card

Maximum purchase of **\$100** allowed without prior consent does not cause an overage in the appropriate category of the current BIA approved budget

Debit expenditure report completed with receipt attached

does not cause an overage in the appropriate category of the current BIA approved budget

no quotes required

reported to the Board of Management after three months or when the total of these purchases reaches **\$500**, whichever comes first starting from the date that the last report was made

Authorized to expend a maximum of \$200 annually on business meals to build relations with local government, partner and stakeholder staff, other BIAs and industry associates - \$25.00 per person including tip for lunch, \$55.00 per person including tip for dinner.

Authorized to expend costs to a maximum of \$100.00 per occasion to attend functions to maintain a profile for the BIA with the external community such as Chamber of Commerce functions, Festival Galas, Awards Programs, Golf Tournaments, etc.

Business travel costs to attend conferences and meetings will follow the same policy rates as City of Hamilton employees. This includes gas, mileage, parking, taxis, meals, hotels, phones, mode transportation, etc.

BIA Members

The Board of Management may approve the preferential treatment of BIA Members in its procurement process either generally or for a specific procurement process. It will do so by resolution in advance of the procurement process occurring and will inform vendors of any such resolution.

Vendor Performance

Documented poor performance or non-performance of a vendor at any time during the term of any contract will be used to determine the eligibility of a vendor to continue to provide goods and/or services to the BIA on a current contract and to determine their ability to participate on future contracts.

Non-Competitive Procurements

Prior to entering into discussions with any vendor, the Board of Management may approve a non-competitive procurement, if it is satisfied that one or more the following conditions apply:

- goods and/or services are in short supply due to market conditions;
- it is more cost effective or beneficial for the BIA to procure the goods and/or services from the vendor being considered rather than from a competitive procurement process;
- a BIA contract for a good or service which has expired or will very shortly expire and requires extension while the procurement process is completed. Authority to sign any contract is as per the BIA by-laws.

Cooperative Procurements

The Board of Management may approve the cooperative procurement of goods and/or service with other entities when it is the best interests of the BIA to do so. If the Board of Management approves the cooperative procurement of goods and/or services, this Procurement Policy will be followed as far possible.

Splitting Procurements

The splitting of procurements to avoid the requirements of this Procurement Policy is prohibited.

Conflict of Interest

- Every Director shall act honestly and in good faith with a view to the best interests of the BIA in discharging his/her duties.

- Directors are subject to the Municipal Conflict of Interest Act, which requires they declare direct and indirect pecuniary interests, and following the declaration, that they not influence any vote or actually vote on the matter.

- Directors are entitled to participate fully on matters in which they have no greater pecuniary interest than other members of the BIA