

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2018 - 08

Being a By-law to amend Procurement By-law 2004-37.

WHEREAS the Council of the Municipality of Magnetawan deems it necessary to amend Procurement By-law 2004-37 to increase the thresholds set for acquiring goods and services;

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. THAT Section 5.1 be removed and replaced with the following:

5.1 Small Order Purchases (\$0.00 - \$5,000.01)

5.1.1 The Department Head shall be authorized to make small order purchases for goods and services from \$0.00 to \$5,000.01.

2. THAT Section 5.2 be removed and replaced with the following:

5.2 Quotation Purchases (\$5,000.01 - \$20,000.00)

5.2.1 The Department Head shall be authorized to obtain quotes for goods and services for estimated expenditures between \$5,000.01 and \$20,000.00 by requesting and obtaining three formal quotations wherever possible.

5.2.2 When the preferred quotation exceeds the approved budget approximation, the Department Head shall submit a report to Council for direction.

3. THAT Section 5.3 be removed and replaced with the following:

5.3 Tender/Bid Purchases (\$20,000.01 and over)

5.3.1 The Department Head shall be authorized to obtain Tenders for goods and services for estimated expenditures exceeding \$20,000.01 by requesting and obtaining sealed Bids for the goods and services unless specifically authorized to do otherwise by a resolution of Council for a particular transaction.

5.3.2 The following transactions are exempt from the requirement for tendering:

5.3.2.1 Purchases for services or for a program where services have been awarded to a consulting firm or a service provider on an on-going basis and when clearly identified in the budget

5.3.2.2 Purchase of replacement parts where the Original Equipment Manufacturer (OEM) is the sole provider of that equipment.

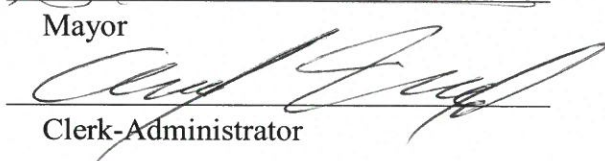
4. THAT By-law 2013-12 amending By-law 2004-37 is hereby repealed

5. THAT this By-law shall come into force and effect on the date of its passing

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 14th day of February, 2018

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**


Mayor


Clerk-Administrator