


<b>CityHousing Hamilton Corporation</b>			
CATEGORY	03	Procurement	DATE APPROVED:
SECTION	04		UPDATED ON:
POLICY	01	Preparing Tenders	INTERNAL POLICY
		Low Dollar Value Procurements (Up to \$10,000)	
<b>1.0 POLICY STATEMENT AND PURPOSE</b>			
<p>CityHousing Hamilton (CHH) is committed to ensure that the purchasing function related to low dollar purchases meets the current and future needs of the organization by employing effective and innovative methods for procurement of goods and/or services.</p>			
<b>2.0 SCOPE</b>			
<p>The policy provides guidance on low dollar value procurement of goods and/or services.</p>			
<b>3.0 POLICY</b>			
<p>Approved Authorities within all departments may purchase goods and/or service within their purchasing limits of the approved budget, with a maximum of value of \$10,000. Purchases of goods and/or services received must be the highest quality at the lowest possible price, and must be purchased in a fair and equitable manner.</p>			
<b>3.1 CONFLICT OF INTEREST</b>			
<p>Pursuant to the City of Hamilton’s Corporate Code of Conduct for Employees Policy, Schedule A, Conflict of Interest, employees of CHH should not have a pecuniary interest, either directly or indirectly, in any CHH contract or with any person acting for CHH in any contract for the supply of goods and/or services for which CHH pays or is liable, directly or indirectly to pay unless such interest has been declared.</p> <p>In addition, employees of CHH are required to declare any pecuniary interest, either direct or indirect, in writing to the Manager of Asset Renewal and/or to the Chief Executive Officer indicating the specific nature of the conflict.</p> <p>Unless otherwise provided prior express written consent by CHH, a Contactor and its representatives will not act on behalf of CHH with respect to any matter, issue or in connection with any property in which the Contactor or employee or subcontractor of the Contractor has a direct or indirect pecuniary interest, including any contingent interest.</p>			

In any case where there may be a conflict of interest between the Contractor and CHH, the Contractor must notify the CHH in writing immediately of any potential conflict of interest that may arise prior to the award of any contract and fully disclose any details thereof.

#### 4.0 PROCEDURE

Depending on how the purchases of goods and/or services are acquired, there are different processes that must be adhered to, which are as follows:

1. If there are purchases of goods and/or services for day-to-day maintenance work, the certified Contractor List must be used and a work order is required.
2. If there are purchases of goods and/or services where there are predetermined prices, the Established Supplier List should be referred to and a purchase order is required.
3. If there is purchases of goods and/or services by CHH staff that hold store a credit card, direct purchase from the store can be completed. However, in order to purchase directly from the store with a store credit card, CHH staff must ensure that they have been preapproved on the account.
4. If there are purchases of goods and/or services by CHH staff that need to be purchased on the bank issued credit card. Prior written approval is required from the immediate Supervisor prior to purchase by the Purchasing Officer or CEO.
5. If there are Landlord Tenant Board fees by CHH legal staff that need to be paid on the bank issued credit card. Prior written approval is required from the immediate Supervisor entrusted with the specific card.

#### 5.0 LEGAL REQUIREMENTS

- *Municipal Act, 2001*

#### 6.0 RESPONSIBILITY

It is the responsibility of the Manager of Asset Renewal, the Manager of Maintenance and the Manager of Operations to ensure that all appropriate staff are trained on this policy.

#### 7.0 DEFINITIONS

**Approval Authority:** means the authority to approve and award procurements, as well as any assignment or corporate change requests related to such procurements, up to the procurement values for the respective body or persons (s).

**Municipal Act, 2001:** legislation that outlines municipal governance and jurisdiction to administer and deliver services in respective areas.

**Pecuniary Interest:** is something that causes either a negative or positive financial impact for the individual. The term interest is not limited to a property interest and may be an interest that financially impacts the person through a personal or business relationship, or through a contract.

**Request for Quotations (RFQ):** means an information request for prices on goods and/or services with an estimated procurement cost, where comprehensive technical specifications can be developed.

**Written Quote:** is the cost coverage for a product or service that an authorized seller or provider offers in good faith through a written agreement to sell at the stated amount.

## 8.0 REFERENCES AND RELATED POLICIES

- Authorization Limits for Procurement Policy
- Certified Contractor List Policy
- Established Supplier List – Administrative and Operational Purchasing Policy
- Technical Consulting Policy