



CITY PROCEDURE

Procurement

Procedure Title	Procurement Procedure		
Procedure Number	365-1	Approved Date	2026/07/06
Department	Procurement & Supply Chain Management	Last Amended	
City Manager Signature	"S. Bourke" (signed)	Last Reviewed	
		Signature Date	2026/07/06

1. Purpose

The purpose of this procedure is to:

- 1.1. Set procedures for the City's procurement activities; and
- 1.2. Ensure objectivity, fairness and transparency of procurement practices for all City Employees involved either directly or indirectly in the procurement function.

2. Definitions

The definitions in **Policy 365 Procurement** apply to this procedure. In addition, in this procedure:

- 2.1. **"City Manager"** means the person appointed by Council to the position of Chief Administrative Officer of the City, or their designate.
- 2.2. **"Direct Award"** means the award of a contract without using a competitive process where a valid exception applies under this policy, applicable trade agreements or governing law.
- 2.3. **"Evaluated Request for Quotation"** means a competitive bid in which suppliers are invited to submit quotations for clearly defined goods or services, and those quotations are assessed based on a combination of price and other evaluation factors, with an award made to the supplier achieving the highest overall score or best value, rather than simply the lowest price.
- 2.4. **"Immediate Family"** includes the spouse, common-law spouse, parents, children, siblings and in-laws of an Employee.
- 2.5. **"Operating Department"** means the City department that is requesting, using or responsible for the goods, services or construction being procured.
- 2.6. **"Pecuniary Interest"** means any financial or ownership interest that could reasonably influence, or appear to influence, an Employee's impartiality in a procurement or contract matter. This includes a known ownership interest, employment relationship, role as an officer or director, partnership interest, or any other financial stake held by the Employee or the Employee's immediate family



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member in a bidder, proposed contractor, or other participating entity. It does not include an interest that arises only from a general public benefit or from an appointment made by City Council.

- 2.7. **"Procurement and Supply Chain Management"** means the Procurement and Supply Chain Management Department of the City or any department that is substituted in its place responsible for the procurement of goods, services and construction for the City.
- 2.8. **"Procurement Director"** means the senior Employee in the highest level of authority of Procurement and Supply Chain Management.
- 2.9. **"Request for Proposal"** means a competitive bid which uses evaluated criteria to rate submissions based on technical and pricing, resulting in a best value award.
- 2.10. **"Request for Quotation"** means a competitive bid which can be price only or with minimal evaluative criteria and is used for the acquisition of goods and construction with limited complexity.
- 2.11. **"Request for Tender"** means a competitive bid which is used for complex construction projects where surety bonding is required. Awards are determined by the lowest compliant and qualified submission.
- 2.12. **"Sole Source Procurement"** occurs when a source is predetermined to be the only source capable of performing the service or supplying the material.

3. Procedure & Guidelines

3.1. General Principles

- 3.1.1. Under the [City Administration Bylaw C-1388](#) City Council has delegated purchasing authority to the City Manager; and the City Manager further delegates purchasing authority to the Procurement Director.
- 3.1.2. Procurement and Supply Chain Management will develop and maintain procurement procedures, including this procedure, and ensure they are followed and accurately reported.

3.2. Standing Offers & Pre-Qualified Supplier List

- 3.2.1. Before initiating a new procurement, departments should consider whether an existing contract, standing offer, pre-qualified supplier list or cooperative purchasing arrangement is available and appropriate for the requirement.
- 3.2.2. Standing offers will be competed in the same manner as an individual contract.
- 3.2.3. The City may, through a competitive process or otherwise, pre-qualify suppliers according to established criteria and compile and maintain a list of qualified suppliers for participation in future opportunities, as deemed appropriate.



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3.3. Formal Competitive Process

- 3.3.1.** When a formal competitive process is required, the opportunity must be publicly advertised, at a minimum, on the Alberta Purchasing Connection ("APC"), and, at the City's option, on the City website.
- 3.3.2.** The City will conduct all purchases in a manner that results in the acquisition of goods and services of acceptable quality at the most cost-effective price available in consideration of availability, urgency of demand and required service level.
- 3.3.3.** When a Request for Tender process is used (in construction), the lowest compliant tender, which is the tender with the lowest total price, will normally be accepted subject to the right of the City to refuse any or all tenders. In cases where two or more tenders are identical and/or it is difficult to determine the lowest tender, the tie shall be resolved by an objective method, such as a random draw, administered by Procurement and Supply Chain Management.
- 3.3.4.** When a Request for Quotation process is used, the lowest compliant bid, which is the bid with the lowest total price, will normally be accepted subject to the right of the City to refuse any or all bids. In cases where two or more bids are identical and/or it is difficult to determine the lowest bid, the tie shall be resolved by an objective method, such as a random draw, administered by Procurement and Supply Chain Management.
- 3.3.5.** When an Evaluated Request for Quotation process is used, the highest evaluated bid, which is the bid with the highest total score, will normally be accepted subject to the right of the City to refuse any or all bids. When issuing an Evaluated Request for Quotation, the cost criteria shall be no more than 80%. Percentages for the cost criteria shall be determined by the Procurement Director in conjunction with the Operating Department.
- 3.3.6.** When a Request for Proposal process is used, the highest evaluated proposal, which is the proposal with the highest total score, will normally be accepted subject to the right of the City to refuse any or all proposals. When issuing a Request for Proposal, the cost criteria shall be no more than 40%. Percentages for the cost criteria shall be determined by the Procurement Director in conjunction with the Operating Department.
- 3.3.7.** Unsuccessful bidders may request a debriefing in accordance with City procedures. Any supplier protest or challenge to a procurement process or award must be handled in accordance with applicable City procedures.

3.4. Informal Competitive Process

- 3.4.1.** When an informal competitive process is allowed, the City may directly request quotes or submissions from a minimum of three suppliers, without the need to publicly advertise the opportunity. The contract may then be awarded to the supplier whose submission offers the greatest overall value to the City.



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- 3.4.2.** Exceptions to the three-supplier informal process may apply if:
- a.** The acquisition is highly specialized, supplier availability is limited or market conditions restrict competition, in which case quotes or submissions may be requested from the applicable known qualified suppliers.
 - b.** Quotes or submissions are solicited from multiple suppliers but fewer than three responses are received, in which case the contract may still be awarded based on the submissions received.
 - c.** The nature of the acquisition meets the Direct Award criteria stated in section 3.5 of this procedure or any additional criteria stated in Article 513 of the Canadian Free Trade Agreement and in D-3 of the New West Partnership Trade Agreement.

3.5. Direct Award

- 3.5.1.** A competition may be waived, and a contract may be awarded directly to a supplier, only where permitted by applicable law, trade agreements and City procedures. Common examples include:
- a.** only one supplier can reasonably meet the procurement requirements, including for compatibility, warranty, proprietary, exclusive right or specialized service reasons;
 - b.** an unforeseeable urgent situation exists and the goods, services or construction cannot be obtained in time through a competitive process;
 - c.** no compliant bids, no bids or no qualified suppliers are obtained through a competitive process;
 - d.** the procurement relates to confidential, privileged, public interest, health, social service, public body, non-profit or other exempt circumstances recognized by law or trade agreements; or
 - e.** another valid direct award exception applies under applicable law, trade agreements or City procedures.

3.6. Legal Action Exemption

- 3.6.1.** In order to protect the overall City interests and minimize long term financial losses, the City reserves the right, in its sole discretion, to decline to award a contract to a party engaged in litigation or arbitration with the City where the City reasonably determines that doing so would create an unacceptable conflict, commercial or operational risk.

3.7. Conflict of Interest

- 3.7.1.** City Employees must promptly disclose any actual, potential or perceived conflict of interest, including any Pecuniary Interest, that could reasonably affect or appear to affect their objectivity in a procurement or contract with the City. Disclosure does not automatically disqualify a supplier or bidder; however, the affected Employee must not participate in the planning, evaluation, recommendation, approval, administration or



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oversight of that procurement unless the matter has been reviewed and appropriate mitigation has been implemented.

3.7.2. Conflict of interest includes, but is not limited to:

- a. The Employee, or a known Immediate Family member of the Employee, is the bidder, proposed contracting party, or a principal of a bidding entity.
- b. The Employee, or a known Immediate Family member of the Employee, has an ownership interest, employment relationship, position as an officer or director, partnership interest, or any other financial interest in a company, partnership, or organization submitting a bid or proposal.
- c. The Employee has a personal, professional or prior involvement with a bidder or procurement matter that could reasonably create a real or perceived conflict of interest or unfair advantage.

3.7.3. Where such a relationship or interest exists, the Employee must disclose it and be recused from further involvement in the procurement unless the conflict has been reviewed and can be appropriately managed through mitigation measures.

3.7.4. Suppliers participating in a procurement process must disclose any actual, potential or perceived conflict of interest. A supplier may be disqualified only where the conflict creates an unfair advantage, cannot be effectively mitigated, was not properly disclosed or would otherwise undermine the integrity of the procurement process.

3.7.5. Suppliers are expected to act ethically and lawfully in all dealings with the City. The City may refuse to do business with a supplier that engages in illegal, unethical, deceptive, collusive or otherwise unfair procurement practices.

3.8. Unsolicited Proposals

3.8.1. The City may consider unsolicited proposals that present innovative ideas that are aligned with City priorities, provided that any review is consistent with transparency, fairness, public interest and applicable law.

3.8.2. The City is not obligated to evaluate, accept, negotiate or proceed with any unsolicited proposal and may instead address the subject matter through another procurement process or decline it entirely.

3.8.3. Any unsolicited proposal is submitted at the supplier's own cost and risk, and any further review or action will be handled in accordance with applicable City procedures.

3.9. Surplus/Disposal

3.9.1. When selling obsolete or surplus materials the City shall, where practical, use open or competitive disposal methods (such as public auction or competitive sale) rather than private direct sales. The Procurement Director shall be responsible for the sale/disposal of all



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surplus equipment and salvage materials declared as such by departments at fair market value.

3.10. Contract Management

- 3.10.1.** All contracts must be appropriately managed throughout their lifecycle to ensure deliverables, performance, payments, timelines, amendments, renewals and disputes are properly monitored, documented and addressed in accordance with the contract and applicable City procedures.

4. Version History

Action	Date	Description
New Procedure	2026/07/06	