



# Town of Burin – Procurement Policy

## POLICY #2026-013

### 1. Purpose

The purpose of this policy is to ensure that all procurement activities conducted by the Town of Burin are:

- Fair, open, and transparent
  - Competitive and consistent
  - Compliant with applicable legislation, including the Public Procurement Act
  - Conducted in a manner that achieves best value for public funds
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### 2. Scope

This policy applies to all employees, Council members, and agents of the Town involved in the procurement of:

- Goods
  - Services
  - Construction
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### 3. Guiding Principles

All procurement must follow these principles:

- **Transparency:** Processes must be open and documented
  - **Fairness:** Equal opportunity for qualified suppliers
  - **Accountability:** Clear roles and responsibilities
  - **Value for Money:** Consider cost, quality, and service
  - **Compliance:** Adherence to provincial legislation and trade agreements
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## 4. Procurement Thresholds

Procurement Value	Method Required
Up to \$5,000	Direct purchase (no formal quotes required; best value / manager discretion)
\$5,001 – \$10,000	Minimum of 2 written quotes (document prices & rationale)
\$15,001 – \$50,000	Minimum of 3 written quotes or informal tender (ensure proper documentation)
Over \$50,000	Public tender (open competition, written specifications & documented evaluation.)

*Note: Thresholds may be updated to reflect provincial requirements.*

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## 5. Procurement Methods

### 5.1 Direct Purchase

- Used for low-value items
- Staff must ensure pricing is reasonable

### 5.2 Request for Quotation (RFQ)

- Written quotes requested from multiple suppliers
- Award based on price and suitability

### 5.3 Public Tender

- Required for higher-value procurements
- Must be publicly advertised (e.g., provincial tendering platform)
- Clear specifications and evaluation criteria required

### 5.4 Sole Source Procurement

Permitted only when:

- There is only one available supplier
- Compatibility with existing equipment is required
- An emergency situation exists. (*Sole source purchases must be documented and approved by Town Manager or Council.*)

## **6. Roles and Responsibilities**

### **Town Council**

- Approves procurement policy and major contracts
- Provides oversight

### **Town Manager (CAO)**

- Ensures compliance with this policy
- Approves procurements within delegated authority

### **Department Heads / Staff**

- Follow procurement procedures
  - Maintain proper documentation
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## **7. Evaluation and Award**

- Evaluation criteria must be defined before solicitation
  - Contracts awarded based on best overall value, not just lowest price
  - Decisions must be documented
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## **8. Conflict of Interest**

- Employees and Council members must disclose any real or perceived conflicts
  - Individuals with conflicts must not participate in procurement decisions
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## **9. Documentation and Record Keeping**

All procurement activities must be documented, including:

- Quotes and bids received (see attached record form)
- Evaluation results & approval records
- Contracts and amendments
- Records must be retained in accordance with municipal and provincial requirements.

## **10. Ethical Conduct**

- No gifts or incentives from suppliers
  - Maintain confidentiality of bids
  - Treat all vendors fairly and respectfully
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## **11. Emergency Procurement**

In emergencies (e.g., public safety risks, service disruptions):

- Procurement may proceed without normal processes
  - Must be justified, documented, and reported to Council
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## **12. Policy Review**

This policy shall be reviewed every four (4) years or as required to ensure alignment with legislative changes and best practices.

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## **13. Repeal**

Any previous policies relating to procurement are hereby repealed upon adoption of this policy.

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## **14. Publication**

This policy will be published on the Town of Burin website in 2026.

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**15. Enactment**

This Policy came into effect once adopted by Motion of Council (**Motion #202605-081**), voted on by a majority of the Councillors in attendance at the Town Public Council Meeting on **May 20, 2026**.

IN WITNESS WHEREOF, the Seal of the Town of Burin has been hereunto affixed, and this Policy has been signed by the Town Manager and the Mayor on behalf of the Council.

Town Manager:           Leo Hartson          

Date:           May 20, 2026          

Mayor:           Kevin Lundhigae          

Date:           May 20, 2026          

