

**PURCHASE OF GOODS AND SERVICES****By-law No. A-0353-2004-089****Summary Table**

| <b>EXPENDITURE LIMITS</b>                                        | <b>AWARDED BY</b>                           | <b>CONDITIONS</b>                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Up to \$10,000                                                   | Commissioner / Chief Administrative Officer |                                                                                                                                                                                                                                                                                       |
| \$10,000 to \$50,000                                             | Commissioner / Chief Administrative Officer | <ul style="list-style-type: none"> <li>• Three quotations where possible</li> <li>• Award to lowest responsive bidder</li> </ul>                                                                                                                                                      |
| \$50,000 to \$100,000                                            | Commissioner / Chief Administrative Officer | <ul style="list-style-type: none"> <li>• Three Quotations by Commissioner or Director of Supplies and Services</li> <li>• Award to lowest responsive bidder</li> <li>• No complications</li> </ul>                                                                                    |
| Tenders Over \$100,000<br><br>* Proposals \$100,000 to \$500,000 | Chief Administrative Officer                | <ul style="list-style-type: none"> <li>• Formal process publicly advertised</li> <li>• Award to lowest responsive bidder</li> <li>• Evaluated based on criteria</li> <li>• Report quarterly to Council</li> </ul> <p>* In close bid situations, dollar per point analysis applied</p> |
| Proposals Over \$500,000                                         | Council                                     | <ul style="list-style-type: none"> <li>• Formal process/evaluated based on criteria</li> <li>• In close bid situations, dollar per point analysis applied</li> </ul>                                                                                                                  |
| Emergency purchases up to \$100,000                              | Commissioner / Chief Administrative Officer |                                                                                                                                                                                                                                                                                       |
| Emergency purchases over \$100,000                               | Chief Administrative Officer                | <ul style="list-style-type: none"> <li>• Subsequent report to Council</li> </ul>                                                                                                                                                                                                      |