



DF12

**PROCUREMENT OF  
GOODS & SERVICES**

DF12

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**POLICY**

1. In procuring goods and services, the Chief Constable shall, through Procedures pursuant to this Policy, seek to ensure that:
  - a) the necessary quality and quantity of goods and services are procured in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public accountability;
  - b) processes for the acquisition and disposal of goods and services are open and transparent;
  - c) consideration is given to maximizing the value obtained (e.g., by assessment of total cost over the lifetime of the product or service);
  - d) due consideration is given to the use of environmentally friendly products and services; and
  - e) value is gained, if practicable, when disposing of surplus goods.
2. The Chief Constable:
  - a) without Delta Police Board (Board) approval, may approve expenditures for goods or services up to \$250,000 within the scope



of the Delta Police Department's (Department) annual budget approved by Delta City Council;

- b) is required to obtain the approval of the Board for expenditures of over \$250,000, and to report expenditures over \$1,000,000 to City Council, if required in order to obtain approval for the City to award the contract;
  - c) is required to obtain Board approval for expenditures that the Chief Constable has reason to believe are in relation to matters that do not constitute core services of the Department;
  - d) is required to obtain the approval of the Board and City Council for expenditures not within the Board's Council approved budget; and
  - e) is to report donations and gifts of over \$500 to the Board.
3. When practicable and economical, goods and services shall be procured in concert with the City of Delta, other police agencies, or public or private agencies working in partnership with police.
  4. The purchase of goods and services shall comply with requirements of provincial and national laws, as well as international trade agreements.
  5. Goods and services received or offered in any manner other than in accordance with this Policy, or its associated Procedures, must be reported to the Chief Constable.

### **REASON FOR POLICY**

6. To seek to ensure that the procurement of goods and services, as required to carry out duties and responsibilities assigned to the Department, is efficient, timely, cost-effective, subject to controls, and transparent.

### **RELATED POLICIES**

DF10 – Budget Process

DF13 – Emergency Acquisition of Goods & Services



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## PROCEDURES

### General

7. The Finance Manager and Purchasing staff shall lead the procurement of goods and services, or provide support to Department employees who have been authorized to procure goods or services, including in relation to:
  - a) contracting;
  - b) issuing purchase orders;
  - c) assets disposal; and
  - d) ensuring that all transactions are in accordance with these Procedures.
8. Managers (commissioned officers and exempt managers) are responsible for:
  - a) ensuring all purchases are performed in accordance with these Procedures;
  - b) delegating acquisition authority to appropriate levels; and
  - c) ensuring the Finance Manager and Purchasing staff are informed of any purchases requiring their involvement.

### Competitive Bidding Requirements

9. Open competition for bids from multiple potential vendors is required when seeking to procure goods or services, unless:
  - a) the expenditure is \$20,000 or less; or
  - b) the expenditure exceeds \$20,000, but does not exceed \$75,000, and dispensing with a bid process is approved by the Chief Constable on the basis that:
    - i. only one party is adequately able to meet requirements,
    - ii. a previous bid competition resulted in no bids, or



- iii. for reasons of urgency, confidentiality or protection of safety, it is not deemed in the public interest to solicit open bids.
10. The default means of soliciting bids exceeding \$20,000 is an open competition, posted on 'BC Bid' through the City of Delta's Finance Department, unless the Chief Constable approves otherwise for expenditures not exceeding \$75,000.
11. Expenditures exceeding \$75,000 are required to comply with bid requirements established by national and international trade agreements, and the Finance Manager shall consult with the City of Delta as to the requirements, and advise the Chief Constable thereof, to ensure that requirements are adhered to.
12. Services to be provided by lawyers or notaries require Chief Constable or Deputy Chief Constable approval, but do not require a bid process, regardless of the potential expenditure.
13. The determination of best bid from among multiple bids shall be determined by the bid competition rules.
14. The Finance Manager, or other manager responsible for the purchase, may engage in contract negotiations with one or more bidding vendors, if the bid competition does not determine a best bid because:
  - a) two or more effectively identical bids have been received;
  - b) all bids exceed the budgeted amount;
  - c) all bids are not acceptable;
  - d) only one bid was received; or
  - e) a clear, justifiable preference for one bidder exists.
15. An existing contract can be extended, if the contract allows and it is deemed to be in the best interest of the Department to do so.

### **Emergency Procurement**

16. Despite the above, goods and services may be procured in the most expedient and practical manner, in exigent circumstances approved by the Chief Constable.



### Purchasing Restrictions

17. Except with the permission of the Chief Constable or Deputy Chief Constable, an employee may not divide elements of a purchase in order to negate other requirements of these Procedures.
18. An employee may not purchase Department goods unless the same are available for sale to the public, with the exception of Chief Constable approved items intended to promote the Department.
19. Employees are prohibited from using Department funds or their position as an employee of the Department to purchase goods and services, for the private personal use or benefit of themselves, another employee, a Board member, or immediate family members of any of the same (refer to EC11 – *Conflict of Interest*).
20. Employees are prohibited from purchasing any good declared surplus to the Department's needs or that is otherwise to be disposed of, except upon having been made available for purchase to the public by sale through a third party (e.g. at auction).

\*Revised Dates:  
19 September 2008  
16 March 2012  
13 November 2014