

POLICY

TITLE: Fair Trade Procurement Policy

CATEGORY: Corporate

**ADOPTED BY
COUNCIL:** August 24, 2009

REFERENCES AND RELATED DOCUMENTS:

For background data see Council Agenda August 24, 2009

PURPOSE:

To adopt a Procurement Policy for District Infrastructure projects that requires that any goods, materials, supplies, services, contractors and sub contractors required for the projects come only from companies whose countries of origin do not impose local trade restrictions against goods, materials, supplies, services, contractors and sub contractors from Canada to better ensure open, fair and competitive practices across the globe.

DEFINITIONS:

All references to 'Infrastructure Projects' in this Policy denote all District infrastructure construction projects and without in any way limiting the generality of the foregoing, includes the construction of new buildings, the renovations of existing buildings, the paving and surfacing of roads and the construction of roads, including sidewalks, parks, gardens, cemeteries, playgrounds, sport fields, boardwalks, trails, storm sewers and storm sewer facilities.

SCOPE/STAFF PRIMARILY AFFECTED:

All staff involved in the procurement process for Infrastructure Projects.

POLICY DETAILS:

All District Infrastructure Projects shall only:

- a) use goods, materials, supplies and services made and/or assembled in countries of origin which do not impose local trade restrictions against goods, materials, supplies and services made and/or assembled in Canada; and
- b) be awarded to contractors and sub-contractors whose countries of origin do not impose local trade restrictions against goods, materials, supplies, services, contractors and sub-contractors from Canada.

POLICY WAIVER:

If determined by Council there could be a waiver of this policy with respect to the award

of any Infrastructure Project, where there would be:

- a) Unavailability; ie. a particular good, material, supply or service is not manufactured in available quantities and at satisfactory quality levels in countries which do not impose local trade restrictions against goods, materials, supplies and services made and/or assembled in Canada;
- b) Unreasonable cost; ie. A particular good, material, supply or service is manufactured in available quantities and at a satisfactory quality level but at an unreasonable cost; namely 25% or more over the budget estimate;
or
- c) Impracticality or inconsistency with the public interest

PROCEDURES:

In any requests for tenders or proposals, bidders and proponents may be required to indicate the country of origin for the goods, materials, supplies and services they intend to use for the particular contract and the country of origin of the bidders and sub-bidders or the proponents and sub-proponents.

Included in the Request for Tenders and Proposals will be this Fair Trade Procurement Policy.

Bidders and proponents seeking a policy waiver on any of the above noted grounds concerning the goods, materials, supplies, services, contractors and sub-contractors they intend to use, may make such a policy waiver request through the Administrator prior to bid closing in sufficient time to permit the Administrator to seek Council's approval of any such waiver request.

POLICY REVIEW:

The Administrator will bring forward, from time to time, amendments to this Policy to update same, rescind, add new clauses or adjust those currently in force as the case may be.