

<i>ADMINISTRATIVE POLICY No. 16R</i>	Annex B
PURCHASING	Motion # Adopted on:

1. Section No. 4.6 d) of the administrative policy No. 16R is replaced by the following :

4.6 d) **Annual general tender calls for products and services** :

Nonwithstanding sections 4.6.b and 4.6.c of the Administrative policy No. 16R, annual general invitations to tender can be request with the intention of establishing a bank of suppliers and of potential businessmen for certain products and/or services, in unit prices and timetables, for given period.

These invitations to tender must be used for works and projects of which the delay of time and/or working type does not demand preparation and request of invitation to specific and detailed tenders.

The *Public Purchasing Act* must be respected and the estimated value of the purchase of product will not have to exceed **\$25,000** and the purchase of service **\$50,000** .

A municipal representative can ask, at any times, for an invitation to tender for a product and services included in the annual general invitation to tender, in the interest of the municipality.

i. Products suppliers :

The general invitations to tender for products will have to be published in at least to one (1) edition of a newspaper having a general circulation in the municipality. We can also forward documents of invitations to tender to known purveyors.

The choice of the products suppliers is establish according to the lowest price offered taking into account the availability of the product at the time of the purchasing deal and that, for any purchase of product which is included in the annual general invitation to tender.

ii. Services businessmen :

The general invitations to tender for services will have to be made by invitation to the businessmen known having an office and/or workshop in the Municipality, or in the outside of the Municipality for not available specialized services of our local businessmen. The municipality also can, during the year , apply for additional offer by invitation with the intention of adding other businessmen in its list.

The municipality will yearly establish a list of services requested relating to the tenancy of equipment, the work force, surveying, development landscapist and others according to the needs. This list will establish hourly rates and unit for requested services which the businessmen have to respect.

The municipal representatives will have to grant these works in a transparent manner alternately with the accepted businessmen, notwithstanding the value of granted works.

Each municipal service will have to hold a register list of granted works and/or asked every businessman. This register list will have to be kept in file for the auditing at the end of the fiscal year. Every municipal service will have to provide a copy of their register list to the finances service on the latest the 10th day of every month.

2. Adoption

This amendment will be in force the date of its adoption.

Mayor

Clerk