



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Procurement Policy

Policy Name: 3 – Procurement

Related Bylaws and Policies: Bylaw 01/2021

Date Approved: Feb 8/24

Chairman: *[Signature]*

Commission Manager: *[Signature]*

Next Review Date: January 1, 2026

Policy Objective:

The Capital Region Southwest Water Services Commission (CRSWSC) procurement policy guides procurement decisions that provide best value for the Commission's needs.

Definitions:

Commission Managers host municipality – Municipality holding the contract for the management of the Capital Region Southwest Water Services Commission. As of the approval of this policy, the contract is currently held by the City of Leduc.

Policy:

The CRSWSC promotes a competitive process in the acquisition of goods, services, and construction, needed to support the Commission's operations.

Responsibilities and Authorities:

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at the review date specified and every 4 years thereafter.

The Commission Manager is responsible for the development, implementation, monitoring, and adherence to this policy.

The CRSWSC procurements will be run through and follow the procurement process policy

CRSWSC



Capital Region Southwest
Water Services Commission

of the Commission Managers host municipality and will be in accordance with the legislated federal and provincial trade agreements, which aim to reduce and eliminate trade barriers across Canada.

Commonly Purchased Goods and/or Services:

- Engineering Consulting Services
- Building Maintenance Supplies & Equipment
- Janitorial Supplies
- Miscellaneous Parts
- Food and Beverage
- Personal Protective Equipment
- Printing
- Construction
- Contracted Trades
- Signage
- Promotional Items & Apparel
- Safety Supplies
- Meeting Space Rentals