



The Corporation of  
**The Village of Burns Lake**  
**It's Only Natural!**

P.O. Box 570, Burns Lake, BC V0J 1E0  
 Phone: (250) 692-7587  
 Fax: (250) 692-3059  
 E-mail: village@burnslake.ca

GG7

*Department:* General Government

*Title:* Purchasing Procedures

*Purpose:* To govern the purchase of goods and services for the Village of Burns Lake.

The Village attempts to obtain the maximum value for each dollar expended consistent with good economic, environmental and social practices. The ultimate objectives of procurement is to reduce the consumption of resources in order to reduce the generation of waste, to minimize environmental, health and financial risks, and to reduce costs.

Municipal employees can help reduce the impact of government operations by promoting and following green procurement practices. By purchasing environmentally responsible goods and services, waste, resource consumption and greenhouse gas emissions are reduced. This, in turn, decreases the risk to the environment and to human health.

When practical, the municipality will purchase environmentally responsible office products and supplies as designated by the Environment Canada EcoLogo® Program and ENERGYSTAR®.

The primary approach in meeting this goal for high value purchases is the selection of suppliers through an open, competitive, and non-discriminatory process. Where practical, purchasing decisions are to be based on the life cycle cost of the acquisition rather than just the initial purchase price. Life cycle cost includes operation, repair, staff, and disposition costs rather than just the initial invoice cost.

**1. Purchase of Goods and Services**

Total Order Amount	Pricing Support Required	Approval Required
--------------------	--------------------------	-------------------

\$0 – \$2,000	Catalogue and/or quotes	Employees as authorized by Department Heads
\$2,000 - \$10,000	Quotes (3 if possible)	Department Heads
\$10,000 - \$100,000	Quotes (3 if possible) Advertise on BC Bid when practical as determined by the CAO	Chief Administrative Officer
Over \$100,000	Tenders received from ads placed in publications, such as BC Bid and Civic Info	Council

- a) The Village reserves the right to reject any or all tenders; the lowest will not necessarily be accepted.
- b) Purchases will always be made in relation to the approved annual budget.
- c) Preference will be given to local suppliers when price and service is comparable.

---

*Approved:* [August 25, 2009]

*Amended:* [Click here to enter text.]