

ENING AT THE CHAMBER

Milton Chamber of Commerce

PURCHASING ADMINISTRATIVE CHANGES AT THE TOWN OF MILTON

by Jim McQueen, Director of Corporate Services and Treasurer

One of the goals of Milton's Strategic Plan "Destiny Milton" was "to provide responsible cost-effective local government and services". All departments of the Town are responding to this goal by reviewing and changing the way business gets done at Town Hall. Specifically, the Corporate Services Department now has the mandate of Town Council to centralize the purchasing function of the Town. Two courses of action have begun which are intended to provide a cost effective procurement service for the Town and at the same time provide a more customer friendly setting for vendors.

First of all, on July 8, 1996, Milton Council approved new policies concerning limits to procurement methods and minimum financial security requirements when submitting quotations and tenders. The following is a summary of the changes:

(1) Procurement Limits

The purchase of goods and services will now be secured in a number of ways based on these dollar limits:

Open Market	\$0 - \$2,000
Informal Quotations (at least 3)	\$2,000 - \$15,000
Formal Quotations (at least 3)	\$15,000 - \$50,000
Formal Tendering	over \$50,000

(2) Bid Deposits

Any bid over \$50,000 involving labour, materials and/or equipment rentals must be accompanied by a bid deposit of 10% of the contract value. This can be a certified cheque, an irrevocable letter of credit, a bank draft, a money order or cash.

(3) Contract Performance - Financial Security

a) An "agreement to bond" will be accepted as an alternative to a performance bond prior to the award of a contract.

b) Tenders amounting to greater than \$50,000 must be supported by a performance bond or an irrevocable letter of credit for 100% of the tendered amount.

c) If required by the Town, a labour and materials payment bond or an irrevocable letter of credit for 100% of the tendered amount must accompany any tender submitted over \$50,000.

These new policies will provide more scope for vendors wishing to do business with the Town. However, it does not preclude the Town from requiring financial security for bids under \$50,000 if it is deemed necessary by the Town.

Secondly at the same Council meeting, an agreement was approved with the Town of Halton Hills to share purchasing administration resources. This will allow for a central focus on purchasing administration resources. Ms. Christine Campbell, the Purchasing Agent for the Town of Halton Hills will be the Town's Purchasing Administrator on a part-time basis. Milton will have access to the Buyer for Halton Hills as well. Christine will be joining the Town August 1, 1996 and the 1996 activity list will include:

- developing purchasing policy and procedures
- implementing a purchase order and requisition system
- training staff on a centralized purchasing program
- co-ordinating with the co-operative purchasing group
- measuring performance

Moving into 1997 further tasks include:

- providing input into the design of a new financial system including a purchasing component
- recommending policy for tender irregularities and contract risk management
- implementing a credit card purchasing system
- refining the control of existing inventories

By early 1997, a centralized purchasing system should be fully operational. Any questions about these significant changes to procuring goods and services can be directed to Jim McQueen, Director of Corporate Services and Treasurer at 878-7211, ext. 140.

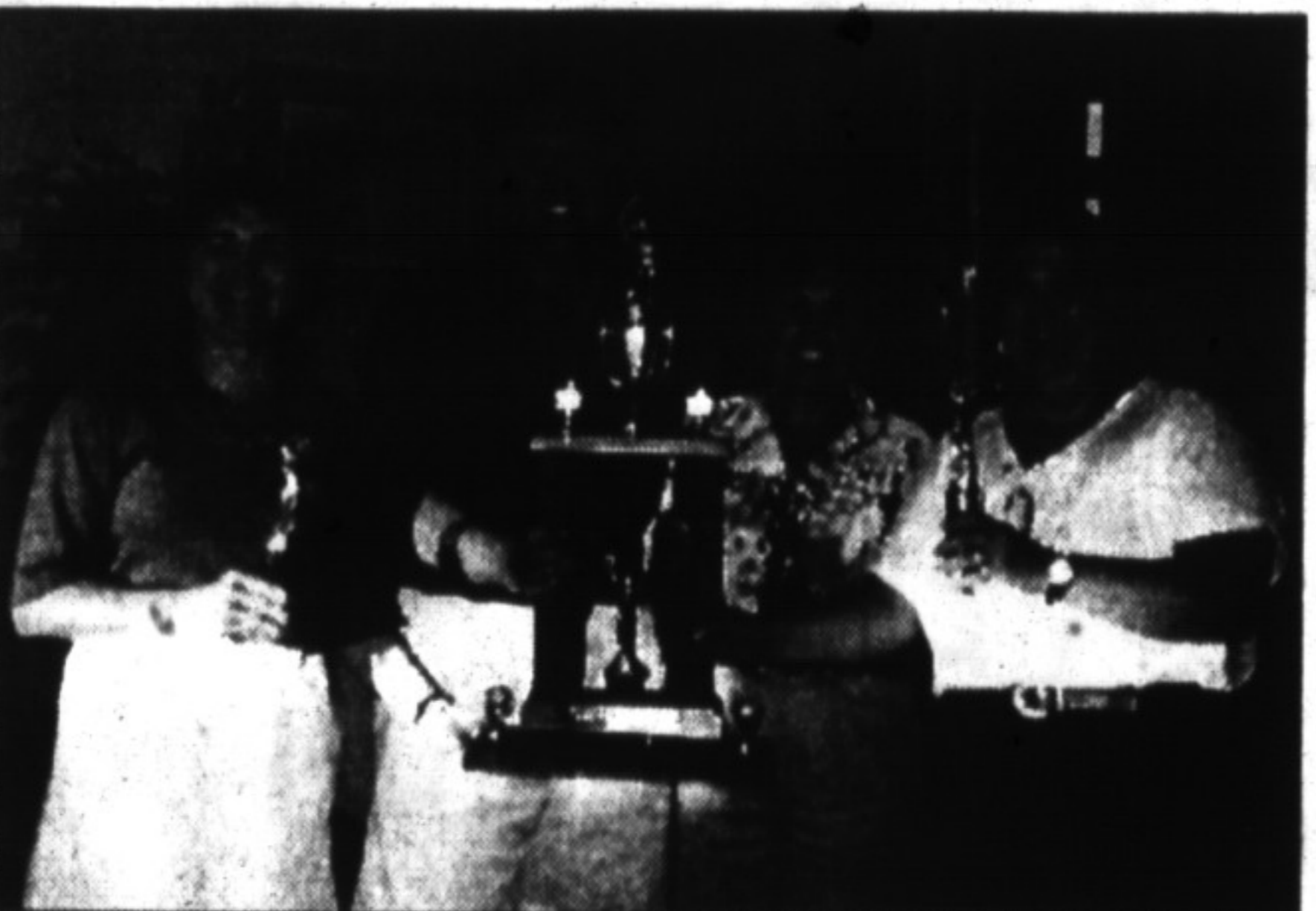
PICTURES FROM THE GOLF TOURNAMENT



Bruce Park presents the trophies to the Standard Auto Glass "Low Gross" winners from left to right Bob Baynton, Dave Roy, Mike Roy & Paul MacPherson.



The winners of the Carstar Ball were Roger Mason, Brent Richardson, Howard Mott & Bill Roberts. Marilyn Reck from Ontario Auto Collision Carstar presented to scale model cars to the winners.

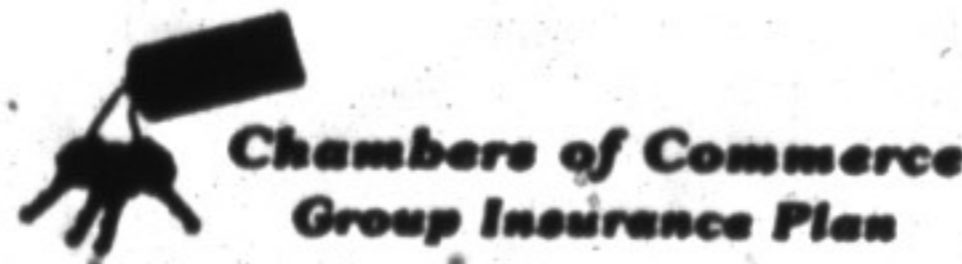


Mike Sheperd from Halton Community Credit Union presents Linda Bourgue-Ptolemy, Mary Perly & Pam Sheldon. Not shown is Joan Glynn. Congratulations Ladies.

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