

## **ATTACHMENT A**

### **Proposed Purchase of Fairtrade certified Coffee, Tea and Sugar Policy**

#### **PURPOSE**

The Purchasing and Materials Management Division and City Divisions when purchasing coffee, tea, and sugar (for purchases greater than \$3,000) shall include a provision in all competitive calls to seek products from vendors that meet the requirements of the fair trade certification from Fairtrade Canada/Fairtrade Labelling Organization's certification. The Fair Trade Certification Program verifies that producers and companies purchasing products have met a variety of criteria including labour standards, minimum prices and fair play, sustainable farming, governance, on-site audits and the democratic participation of workers.

#### **POLICY**

City Council at its meeting of Month/Day, 2013, Report No xx, approved the Coffee, Tea and Sugar Policy that now includes mandatory requirements for the City to purchase coffee, tea, and sugar from suppliers with sustainable agricultural policies in the coffee, tea, and/or sugar sector of producing countries as demonstrated by having received the Fairtrade Canada/Fairtrade Labelling Organization's certification for those products.

Bidders must state in their bid submissions if their coffee, tea, and sugar products are from companies that have received the Fairtrade Canada/Fairtrade Labelling Organization's certification.

If a bidder does not have products that have received Fairtrade Canada/Fairtrade Labelling Organization's certificate, that bidder's bid will be disqualified.

#### **PROCEDURE**

1. The policy will be included in all procurement calls for coffee, tea and sugar issued by the Purchasing and Materials Management Division, and in all purchases made by Divisions (greater than \$3,000) using the Divisional Purchase Order (DPO) process.
2. The following statement will be included in all procurement calls where this policy applies:

Bidders to state if coffee, tea and/or sugar that will be supplied is from companies that support sustainable agricultural policies in the coffee, tea and sugar sector of producing countries by having received the Fairtrade Canada/Fairtrade Labelling Organization's certification for coffee, tea and/or sugar.

Yes\_\_\_\_\_ NO\_\_\_\_\_

3. If a bidder does not have products that have received Fairtrade Canada/Fairtrade Labelling Organization's certificate, that bidder's bid will be disqualified.