

## **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 Labeling 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 on April 3 and 4, 2013 adopted Report No. GM20.5, and 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 Labeling 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 Labeling Organization's certification.

If a bidder does not have products that have received Fairtrade Canada/Fairtrade Labeling Organization's certificate, their 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 process (DPO).
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 Labeling 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 Labeling Organization's certificate, their bid will be disqualified.

## **CONTACT**

Should you have any questions, please contact the Purchasing and Materials Management Division. In the event that further interpretation is required, please contact the Manager, Corporate Purchasing Policy & Quality Assurance at 416-392-0387 or Supervisor, Policy, Training & Technology at 416-392-1305.