



1910 Saskatchewan Avenue W.
Portage la Prairie, MB R1N 0P1
Ph: 204-857-8666
Fax: 204-856-2370
Email: amm@amm.mb.ca
www.amm.mb.ca

May 1, 2019

Dear AMM Members,

RE: AMM Trading Company trade compliance with Canada Free Trade Agreement

For a municipality (procurement entity) to be Trade Compliant with the new Canadian Free Trade Agreement (CFTA) guidelines, when using the AMM Trade Programs the Canadian Free Trade Agreement (CFTA) requires the following from a procurement entity related to its participation with a buying group:

Clause 7 of the Canadian Free Trade Agreement states: A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party's tendering websites or systems.

Please note: if your municipality intends to purchase from any of the Association of Manitoba Municipalities (AMM) cooperative purchase programs, your municipality is participating in a buying group. The CFTA requires any municipality interested in participating in a buying group to publish a declaration of its intent to participate in a buying group. It is recommended that your municipality's declaration be posted on the public notice website that your municipality posts competition documents, (MERX), for a minimum of two weeks.



To create your municipality's declaration, copy and paste the paragraph below onto a document with your municipality's letterhead and attach to your Notice of Planned Procurement posting on MERX. The following language should satisfy the requirements of the CFTA:

[Municipality Name] intends to participate in one or more procurements conducted by the Association of Manitoba Municipalities (AMM) between [insert one-year period including month/year]. For further information and access to AMM request for proposal (RFP) notices, please review the Government of Manitoba website at www.merx.com

The above notice can be used for our general trade programs such tires, stationary, water/sewer and any of our other products offered by our 30 suppliers or if purchasing through our capital purchase program as noted below.

For large capital purchases the AMM has advertised Requests for Proposals on MERX seeking competitive bids on behalf of our members for the following companies:

- CAT Heavy Equipment and Power Systems
- Rosenbauer Fire Trucks
- Fort Garry Fire Trucks
- PFA Fuel Program

Due to the RFP/Tendering process being completed on behalf of the municipalities on the programs listed above, the requirements of the CFTA are met and the Procurement Agency can now advertise the notice of planned procurement and go directly to the manufacturer representative. Working with the manufacturer representative to design the equipment that will meet their end use purpose using the specifications of that manufacturer verses a generic specification that would be used in the tender process. The procurement agency will then issue a Purchase Order indicating that they are purchasing through the AMM/Sourcewell cooperative purchase programs.

Sincerely,

Linda Hargest
Director of Administration

Follow these steps to complete:

- 1) Go to Merx home page
- 2) Set up account
- 3) Choose Agencies/Crown etc
- 4) Register as Buyer
- 5) Choose Learn more (blue)
- 6) Fill put registration
- 7) Create account
- 8) Merx sends you user name etc
- 9) Log in
- 10) Buyer account
- 11) Create Notice (using text sent above)
- 12) Publish Notice

