
AP 515 - Purchasing

Background

The District recognizes its responsibility to students, parents and the community for the effective use of public funds in providing the best possible education to its children. Sound purchasing procedures will ensure that District funds are spent wisely, and will enhance the effectiveness of the District's educational programs.

School-generated trust funds may be used from time-to-time for the purchase of needed equipment. It is essential that the District be involved in this process so that conformance with District educational standards, District standards of consistency, maximization of purchasing economy, quality of goods and program stability, sustainability and safety are met.

The Superintendent and Secretary-Treasurer will ensure that the District employs sound fiscal controls and business practices in managing the operation of the District's educational program. The purchasing procedures set out below and in the District's Purchasing Procedures Manual will govern the purchase of all materials and services needed by the District.

Procedures

1. Classification of Commodities, Materials and Services

For the purposes of the purchasing procedures, and in general, commodities and materials are divided into the following categories:

- 1.1 Commodities in General Supply
These are items that are available from many sources.
The District will generally favour purchasing recycled paper products where these are of sufficient quality and not more than ten percent (10%) higher in cost than the non-recycled alternative (see **AP 543**).
- 1.2 Commodities in Special Supply
These are items that are available only from a limited number of suppliers because of the nature of the item.

- 1.3 **Commodities and Labour Needed to Maintain Buildings and Grounds**
This classification covers quotations and tenders from qualified vendors involving labour and materials contracts for maintaining District buildings and sites.

1.4 **Accredited Suppliers**

- 1.4.1 The Purchasing Manager will practice procedures consistent with Provincial public sector purchasing guidelines.
- 1.4.2 The Secretary-Treasurer will advertise as required and practical in appropriate media in accordance with Provincial Regulations and provincially mandated procurement obligations.
- 1.4.3 Consistent failure to meet specifications, promised delivery dates, or failure to bid will be considered sufficient reason to regard a supplier or contractor as an irresponsible bidder.

2. **Calls for Quotations and Tenders**

Quotations and tenders will be obtained on prospective purchases and contracts using the following rules:

2.1 **Items in General Supply**

- 2.1.1 Up to twenty-five thousand dollars (\$25,000) – to be awarded at the discretion of the Secretary-Treasurer.
- 2.1.2 Between twenty-five thousand dollars (\$25,000) and seventy-five thousand dollars (\$75,000) –written quotations to be obtained from at least three (3) qualified vendors.

2.2 **Tenders**

- 2.2.1 Over seventy-five thousand dollars (\$75,000) – sealed tenders to be sought according to provincially mandated procurement standards, and or from at least three (3) qualified vendors.



- 2.2.2 Purchase of goods and services must follow TILMA legislation. (Seventy-five thousand dollars (\$75,000) and above, and construction projects of two hundred thousand dollars (\$200,000) and above)
- 2.3 Maintenance of Buildings and Grounds, Commodities
 - 2.3.1 Quotations for maintenance of buildings and grounds, and commodities, including labour, will be obtained following the same rules as for items in general supply (see above).
 - 2.3.2 Sealed tenders will be opened in the presence of another staff member, by either the Secretary-Treasurer, Assistant Secretary-Treasurer or Purchasing Manager.
- 3. Awarding Tenders
 - 3.1 Low Bidder Tenders

The Manager of Purchasing may, in consultation with the applicable school or department, award “low bid tenders’ up to a value of \$75,000. Low bid will be considered to be the ‘best value’ which takes into consideration all factors in the weighted evaluation. Tenders will normally be accepted from the low bidder who meets all District specifications, on the recommendation of the Secretary-Treasurer.

Awarding of low bid tenders will be subject to applicable Provincial Regulations and provincially mandated procurement obligations.
 - 3.2 Rejection of Bids

The District reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender based on budgetary restraints but always following sound purchasing ethics and guidelines..
 - 3.3 Authority to Award
 - 3.3.1 The Secretary-Treasurer may award orders and contracts up to seventy-five thousand dollars (\$75,000). The Board will be informed of all contract awards over seventy-five thousand dollars (\$75,000).
 - 3.3.2 The Secretary-Treasurer may award orders and contracts for grounds and buildings work only, up to a limit of two hundred thousand dollars (\$200,000), where time is an important factor. The Board will be subsequently informed of these awards. These awards must be subsequently ratified by the Board.

4. Equipment Purchase Through School Generated Trust Funds

- 4.1 The Secretary Treasurer will be notified of the equipment to be purchased through school funds. All equipment purchased or donated will be recorded and becomes the property of the District. The District reserves the right to reject any purchase.
- 4.2 Both initial costs and ongoing costs, if any, will be considered in the purchase. The ongoing costs will include the suitability of the equipment from the standpoint of maintenance, operation, support, and network compatibility and sustainability.
- 4.3 Known alternatives that are better suited to the program intent may be recommended to the school. District standards for similar types of equipment in other schools may be applied.