

## **5080 Purchasing Authority**

Policy 5080

STATUS: ADOPTED

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### *PURCHASING AUTHORITY*

Board Approved: August 1983

Last Revised: June 19, 2013

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#### Description:

The Board of Education encourage all interested suppliers of goods and services to quote on the requirements of School District #59.

The Board attempts to obtain the maximum value for each dollar expended consistent with good purchasing practises. Consideration shall be given to the supplier's reputation and experience, the ability to deliver or perform within the time specified, and the ability to provide after-sale maintenance and service. Past experience on previous orders will also be considered.

All other factors being equal, the Board's policy is to purchase from local, Provincial, and Canadian suppliers, in that order of preference. Preference will be given to environmentally friendly products whenever appropriate and affordable.

The Secretary Treasurer shall establish procedures for the purchase of operational supplies and materials and ensure that the appropriate Budget Managers authorize purchase orders.

The Secretary Treasurer or designate will post bids for the purchase of goods and services on [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) , at his/her discretion based on the requirements of proposed purchases.

The Secretary Treasurer shall manage the purchase and contracting of all the following items:

- a) Major construction contracts;
- b) Land acquisitions;
- c) Employee fringe Benefits;
- d) Legal and other consultative services;
- e) Purchases for which authority has been delegated elsewhere under the regulations.

All purchase orders shall be signed by an officer of the Board or his/her designate.

*PURCHASING AUTHORITY*

Board Approved: February 24, 1986

Last Revised: June 19, 2013

Description:

**Definitions:**

*Budget Manager:* Usually a Principal or District Manager who controls and is responsible for a segment of the School District's budget. The Secretary Treasurer has overall responsibility for School District finances.

*Capital Item:* any article with a value greater than \$5,000. with a useful life of at least two years and that increases the capital assets of the District.

**Limitations:**

1. Purchase of all capital items must be approved by the Secretary-Treasurer or his/her designate. This restriction includes purchases proposed to be paid from school trust funds.
2. Any non-arms-length purchases require the approval of the Secretary Treasurer.
3. Purchase of materials and services may be undertaken subject to the following limitations:

<b>Total Order Amount</b>	<b>Pricing Support Required</b>	<b>Approval Required From</b>
\$0-3,000	Estimates Catalogue Price Verbal Quotes Optional	Budget Manager
\$3,000-10,000	Verbal Quotes (three where possible) From Vendor List and Known Suppliers	Budget Manager
\$10,000-50,000	Written Quotes On Supplier Letterhead Invited From Vendor List and Known Suppliers	Budget Manager
Over \$50,000	Invitation to Tender Tenders are placed on BC Bid website	District Budget or Approval of the Board

*Where practical considerations warrant, these limitations may be exceeded upon approval of the Secretary Treasurer.*

4. Items not approved in the Budget shall be brought to the Board for approval.
5. Wherever possible, quotations will be invited for unit costs on frequently used goods or

services which will remain in effect for a fixed period; preferably 12 months. These goods may be purchased or the services utilized on an as required basis, without further quotations.

6. Wherever possible, District-wide requirements for common items will be determined before purchasing action is taken, in order to take advantage of higher volumes.

**Specifications:**

1. Purchases of equipment and technology will be arranged through the operations and/or technology department. This requirement permits these departments to insure schools are supplied with equipment that is serviceable by the District technicians.

2. Specifications shall normally exclude mention of trade names, except in those cases where standardization is desirable or a specific trade name is preferable.

3. Specifications for equipment to be standardized shall be established on the basis of internal and external evaluations by users, and shall be subject to regular review. Standardization does not preclude the acquisition of different units for purposes of comparison.

4. Budget managers may, after consultation with the Secretary-Treasurer or his/her designate, and any specialists designated by him/her, opt for non-standard equipment types, with the understanding that internal maintenance support will not be available.

5. When there is a single or dual source for a purchase, three quotes are not required.

**Tenders and Quotes:**

1. Tenders shall be received sealed, and held by the Secretary Treasurer or his/her designate until the time deadline specified. Any bids received unsealed, or after the deadline, shall be marked "rejected", and the reason recorded.

2. Tenders shall be opened by a tender opening committee chaired by the Secretary Treasurer or his/her designate and consisting of a minimum of 2 school district 59 staff. This will be conducted as a public opening.

3. Bids shall be examined to ensure that they conform to all stipulated conditions, and any circumstance which might invalidate the submission shall be determined.

4. The lowest bid consistent with the specifications on each item shall normally be accepted. However a bid other than the lowest may be accepted, if the reasons in support of such an action are deemed by the Secretary-Treasurer to be in the best interests of the Board.

6. The name of the successful bidder and the accepted price shall be available upon request.

7. All bids and related documents shall be available for review for a one year period after the award is made.