

Purchasing and Soliciting Prices

Policy 3310

April 9, 1984

Revision Date: March 4, 2014

This policy includes these former policies:

Policy 3320 – Quantity Purchasing

Policy 3321 – Relationship with Vendors

Policy 3322 – Local Purchasing

Policy 3323 – Soliciting Prices

It is the policy of the Board of Education that the administration strictly observes the letter and the spirit of the School Act and Regulations relating to purchases by the school system and to the control of its finances and property.

All purchasers shall use good business practice and procedures that afford representatives of suppliers a courteous hearing or interview about their products and allow for impartiality in the purchase of materials and supplies. The following guidelines shall be adhered to:

Guidelines

- 1. The School District shall not extend favoritism to any vendors. Each order shall be based on quality, price and delivery with past service being a factor if all other considerations are equal.**
- 2. All letters, wires and other types of communications shall be answered or acknowledged promptly.**
- 3. The district shall not solicit funds or materials from vendors unless it is a direct educational benefit to students. No purchase will be made from an employee of the school district, nor from a member of the immediate household of an employee without the approval from the Board.**
- 4. No purchase will be made from a member of the Board, nor from a member of their immediate household, nor from any enterprise in which they hold a substantial interest without approval of the Board.**
- 5. No employee shall endorse any product in such a manner as will identify them as an employee of the school district.**
- 6. The Board favours local purchasing of equipment, materials and contracts when the product and service meets the following factors between local and non-local vendor:**

1. quality of the product;
2. suitability of product;
3. conformance of specifications;
4. convenience of delivery;
5. general reputation of business firms;
6. past services to school district and
7. the price is competitive.

Soliciting Prices

To help achieve both quality control, price advantage and standardization of equipment purchasing, under the direction of the Secretary-Treasurer, the administration of the district is encouraged to obtain competitive bids for equipment and standardize all materials and equipment for effective servicing and replacement.

Guidelines

1. A single expenditure of \$200 or less may be authorized by the individual responsible for the account.
2. A single expenditure of \$200 to \$2500 requires a quotation in writing or verbally.
3. A single expenditure of \$2500 to \$10,000 requires a quotation in writing.

A single expenditure means one item or a quantity of items purchased as one order. It also includes the total of repeat orders in one calendar year where it can be reasonably foreseen that purchases will be on a repeat or continual basis. For all expenditures listed in guidelines 1 and 2 the Secretary-Treasurer has the authority to award with subsequent Board of Education endorsement.

4. A single expenditure of \$10,000 or over shall require advertising and receipt of sealed tenders. Such tenders will be based on specifications prepared. The Board of Education or representative will reserve the right to reject any or all tender bids. The recommendation of the Secretary-Treasurer is to be taken into consideration when the Board selects the supplier.

Formal Bidding Procedures

Bids shall be advertised on all purchases and contracts exceeding \$5000 on which specifications can be reliably written, the quality measured or gauged and the quantity measured or counted. Bids on projects, equipment, or services expected to be over \$50,000 must be included on B.C. Bid. Sealed bids are to be opened in the office of the Board at the specific time stated in the bid form. Bids on construction contracts and items of an unusual

nature are to be opened at the Board Office at a regular time as stated in the bid form. All bidders shall be notified of the opening and invited to be present.

Bids or quotations received after date and time specified in the specifications shall be returned to the bidder unopened.

Changes in the amount or the condition of the bid will not be allowed once the official bid acceptance time has passed. Awards shall be made only on the specifications advertised or amended prior to the official opening of the bids.

The lowest bid will not necessarily be accepted by the Board.