AP 640 - 1 TENDER
POLICY #640 PURCHASING

CARIBOO - CHILCOTIN SCHOOL DISTRICT

RATIONALE:

To ensure that quality supplies, services, and equipment are procured for the District at the best value (cost, delivery, quality, and service), and that the tender process is timely, consistent, efficient, and accountable.

PROCEDURE:

1. Conflict of interest

Issues which might be seen as a conflict of interest are to be avoided (unless special permission is sought from the Secretary-Treasurer). Such issues include, but are not limited to:

1.1 Employees have a vested interest in who receives the tender and are involved first-hand in awarding tenders.

1.2 Use of the School District tender or purchasing procedures to acquire goods and services for personal use will not be permitted.

2. General Guidelines

2.1 The authority to approve a Tender, quote, in the name of the District, and shall be delegated to the following:

2.1.2 Secretary-Treasurer

2.1.3 Superintendent or Designate

2.2 Unless circumstances dictate otherwise, priority will be given to local business firms within School District No. 27, British Columbia, or Canada, in that order.

3. Product specifications

Product specifications shall be determined by:

3.1. Suitability

3.2. Quality

3.3. Availability of parts and service

3.4. Economy

3.5. Delivery time

Products such as desks, chairs and other furniture must be approved by maintenance from an approved vendor list.

4. Tenders

4.1. Tendering for major building projects shall be in accordance with the requirementsof the New West Partnership Trade Agreement as per Board Policy No.640

http://www.newwestpartnershiptrade.ca/pdf/NWPTA_Jan_1_2019.pdf

The NWPTA requires open and non-discriminatory procurement where the anticipated costs are at or above the established threshold amounts.

The NWPTA has different procurement thresholds for different NWPTA government entities.

For procurements by:

3. Municipalities, school boards, health regions and publicly funded post-secondary institutions (the MASH sector) as well as corporations or entities owned or controlled by one of the preceding:

$75,000 or greater for goods

$75,000 or greater for services

$200,000 or greater for construction

4.2. All tenders shall be given equal consideration and the assurance of unbiased judgment in determining whether the tender meets the specifications and the needs of the school district.

4.3. The lowest tendered price, consistent with the required quality and service level, shall normally be the one that is accepted.

4.4. Where, in the opinion of the Secretary-Treasurer it is to the advantage of the school district, the lowest tender or quote may not be accepted. However, should the lowest tender not be accepted, the tenderer shall be advised of the right to appeal the decision to the Board.

4.5. The school district shall reserve the right to accept or reject the whole or part of any tender.

4.6. Bids submitted after the deadline shall not be accepted.

4.7. Each bidder, upon request, shall be notified of the tender result and the amount ofthe successful tender.

5. Standardization

5.1. District standards have an economic benefit to the district. The standard is to be established by the district office, and the maintenance department is responsible for the maintenance of the equipment. Schools requesting non-standard equipment will be responsible for the repair and maintenance of this equipment from school funds.

6. Leasing

When requesting equipment to be leased, the following will apply:

6.1. All requests to lease equipment will be submitted to the Secretary-Treasurer's office on a completed Lease to Purchase Request form, AP640-3

6.2. All leases must be approved by the Secretary-Treasurer.

6.3. To be eligible for payment from operating funds, the leased items must not become the property of the District at the end of the lease period without there being an option NOT to purchase.