ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning	REGULATION: DJB-R-1

LL 105797 DJB-R-2

PURCHASING PROCEDURES

General Guidelines

1. Purchasing on behalf of the Division shall be carried out by the Manager, Purchasing in accordance with policy as hereafter stated.

   The Secretary-Treasurer/Chief Financial Officer may delegate authority for necessary small purchases.

2. Requisitions must be signed or system authorized prior to requesting a Purchase Order.

3. Purchase Orders must be generated prior to obtaining goods and/or services. In emergency situations, Emergency Purchase Order numbers must be requested from the Purchasing Department.

4. Written quotations shall be requested from a minimum of three sources (when such sources exist) for expenditures for goods and/or services in excess of $5,000.

   Maintenance department expenditures require a minimum of three sources for expenditures for goods and/or services in excess of $10,000.

5. Competitive tenders on quotations shall be solicited in connection with all purchasing of goods and services which exceed $75,000 and tenders and contracts shall be awarded to the lowest acceptable, responsible bidder complying with specifications and with other stipulated conditions, except as otherwise stated in this policy. Any correspondence relating to Tenders or quotations must be written over the name and title of the Manager, Purchasing or the Secretary-Treasurer/Chief Financial Officer.

6. All expenditures for the provision of goods and/or services exceeding $75,000 shall be subject to public tenders and advertising except as provided in Section 70, (a) to (c) inclusive of the Public Schools Act.

It shall be understood that exceptions may be made as follows:

a) where the goods and/or services are available from a single source;
b) where the goods and/or services must be compatible with existing equipment;
c) where an emergency situation is deemed to prevail.

7. No purchase or contract on a cost-plus basis shall be entered into without first obtaining the approval of the Board.

8. Items commonly used in various schools or units shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

9. When a department other than Business and Finance has occasion to tender any of its requirements, all documents (general conditions, specifications, drawings, bid sheets) related to such tenders shall be referred to the Manager, Purchasing and/or the Secretary-Treasurer/Chief Financial Officer for approval prior to the legal advertisement of the tender and the circulation of documents to interested parties.

10. Following the closing time for tenders originating from departments other than Business and Finance, a meeting shall be convened with officials of that department and the Manager, Purchasing and/or the Secretary-Treasurer/Chief Financial Officer for the purpose of reviewing tenders received and of determining an appropriate tender award. The award letters or letters of intent must be over the name and title of the Manager, Purchasing or Secretary-Treasurer/Chief Financial Officer.

11. All tender advertisements shall be over the name and title of the Manager, Purchasing or the Secretary-Treasurer/Chief Financial Officer. Where information regarding specifications or any other aspect of the tender may be better known by a staff person other than the aforementioned, that person's name and title may be contained in the public advertisement.

12. A file shall be developed for every tender and shall be available for review by a trustee upon individual request. The said file shall contain the following:

    a) a copy of the tender advertisement;
    b) general and specific conditions of the tender;
    c) tender forms submitted by tenderers;
    d) a tabulation of bids received;
    e) a report containing a description of the deliberations of those persons reviewing tenders and determining the tender award, the said report to detail any unusual factors influencing the award.

13. The following tenders shall be presented to the Board for decisions:

    - Additions to existing buildings;
    - New Buildings;
    - Multi-year School Bus and/or School Bus Driver Contracts with third-party service providers.

    All other tenders may be awarded by the Manager, Purchasing or the Secretary-Treasurer/Chief Financial Officer.

14. The Manager, Purchasing is authorized to issue purchase orders without Board approval when all or any of the following circumstances have been complied with as they may apply:
    a) where tenders may be awarded without reference to the Board;
    b) where formal tendering procedures are not required by policy or Provincial statutes;
    c) when budget appropriations are adequate to cover such obligations.

15. Opportunity shall be provided to all responsible suppliers to do business with the Division. To this end the Manager, Purchasing shall develop and maintain lists of potential suppliers for the various types of materials, equipment and services. Such supplier lists shall be used in the development of a mailing list for distribution of specifications and tenders. Any supplier may be included in the list upon request.

16. Information respecting the amount of an awarded tender shall be divulged to unsuccessful tenderers. Information on amounts of tenders not accepted shall not be divulged.

17. When the Board deliberates on tenders, the following should be considered:

    a) Committee Reports

        i) Tabulation of Bids
            - Company Name
            - Bid Price of Successful Bidder
        ii) Where considered desirable, a general rationale for awarding the tender to other than the lowest bid.
        iii) Description of the goods/services to be purchased and the location as required.

    b) Board Motions

        The following points are suggested for inclusion in motions:
        i) Company name
        ii) Bid price for award
        iii) Description of goods/services to be purchased with location as required
        iv) Description of any deviation from proposal or specification with a cost limit for said deviation.