

7220-10 Purchasing of Supplies and Equipment

The requirements for written quotes or tenders for the purchase of supplies and equipment are as follows:

Procurement Method	Total Value (CDN**) of Procurement before taxes	Means of Procurement	Purchase Order (PO) Approval Authority
Competitive Prices - Recommended	\$0 - \$1,000	Purchasing Card (p-card)	n/a
Competitive Prices - Recommended	\$0 - \$2,000 for a supply item; \$0 - \$5,000 for Equipment repairs/ refurbishment; \$0 - \$5,000 for total order	Purchase Order ("PO"); or Pay on Invoice (Cheque Request with Receipts, where applicable)	Administrator, Supervisor or Director of Finance
Competitive Bids Required	Over \$2,000 - \$100,000 for a supply item; Over \$5,000 - \$100,000 for Equipment repairs/refurbishment	PO - Buyer must obtain a minimum of 3 competitive quotes	Director of Finance or Secretary-Treasurer
Open Competition Required	Over \$100,000 - \$249,999	Request for Quotation ("RFQ"), Request for Tender ("RFT") or Request for Proposal ("RFP") and PO - Buyer must obtain a minimum of 3 competitive quotes	Superintendent
Open Competition Required	Over \$250,000	Public RFQ/RFT/RFP and PO- Buyer must obtain a minimum of 3 competitive quotes	Board of Education

At the discretion of the Secretary-Treasurer, exceptions may be made to the calling for tenders when local service is a factor or when standardization is desirable.

Appropriate specifications designed to provide as wide a selection as possible among competing items shall be drawn up and revised as circumstances require.

For purchases over \$100,000, BC Bid is the preferred venue to post RFQ, RFT or RFP documents.

The contract will normally be placed with the lowest bidder provided that the bid is within the approved estimate and the bidder meets the specifications.

The purchase must be referred to the Board of Education if:

- the recommended bid is in excess of the approved estimate for the item by more than 10%;
or
- the recommended bid is other than the lowest bid that meets the specifications; or
- the bid is over \$100,000 and is not within the approved operating budget; or
- the bid is over \$250,000.