

7220-30 Purchasing of Supplies and Equipment

The requirements for written quotes or tenders for maintenance or renovation projects which are not undertaken by district employees are as follows:

Procurement Method	Total Value (CDN**) of Procurement before taxes	Means of Procurement	Purchase Order ("PO") Approval Authority
Competitive Prices - Recommended	\$0 - \$5,000	Purchase Order ("PO"); or Pay on Invoice (Cheque Request with Receipts, where applicable)	Administrator, Supervisor or Director of Finance
Competitive Bids Required	Over \$5,000 - \$100,000	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

Specifications and/or drawings shall be prepared where appropriate. Requirements of the BC School District Facility Plan and Capital Asset Management Framework shall be considered.

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

- the recommended bid is in excess of the approved estimate for the project 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.

For construction projects over \$250,000, BC Bid is the preferred venue to post RFQ, RFT or RFP documents.

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

In emergent circumstances, the Secretary-Treasurer may approve maintenance work to be done by contractors, regardless of the amount, and report on this approval to the Board of Education at their next meeting.