

## Administrative Procedure 515

---

# PURCHASING

### Background

The Division has a responsibility to establish purchasing procedures that will result in quality purchases within the financial constraints of the Division.

The function of purchasing is to meet the learning needs of our students by providing necessary supplies, equipment and services including facility and administration services.

### Procedures

1. The Secretary Treasurer is responsible for establishing and maintaining purchasing procedures subject to the following:
  - 1.1 Purchase orders shall be completed and submitted to the Division Office for code checking and approval by the Secretary Treasurer.
  - 1.2 Once approved, the purchase order serves as the authority to supply.
  - 1.3 Specifications for tender purposes will be set by the supervisor making the request.
  - 1.4 Trade names and model numbers may be used with competitors being protected by the consideration of equal alternates.
  - 1.5 In the event of an emergency that does not permit established procedure to be followed, the Secretary Treasurer shall decide the matter.
2. Tenders and Quotes – General Conditions
  - 2.1 The lowest bid consistent with the specifications will normally be accepted.
    - 2.1.1 A tender other than the lowest may be accepted, if the reasons in support of such action are deemed by the Secretary Treasurer to be in the best interests of the Division.
  - 2.2 A record of the tenders or quotations on each article or service for which prices are called shall be retained for one (1) year.
  - 2.3 The name of the successful bidder, and his price, on each tender call shall be made available on request.
  - 2.4 For construction and maintenance work, upon receipt of a requisition and supporting tender information, a purchase order authorizing the work shall be issued.

### 3. Obtaining Prices for Educational and Administrative Purposes

#### 3.1 Estimated value under \$5,000:

3.1.1 Two (2) or more verbal quotations shall be obtained where possible and practical.

#### 3.2 Estimated value \$5,000 to \$10,000:

3.2.1 No fewer than two (2) written quotations will be obtained where possible.

#### 3.3 Estimated value over \$10,000:

3.3.1 Tenders shall be invited from suppliers appropriate to the commodity required.

### 4. Obtaining Prices for Construction and Maintenance Work

#### 4.1 Estimated value under \$5,000:

4.1.1 Two (2) or more verbal quotations shall be obtained where possible and practical.

#### 4.2 Estimated value \$5,000 to \$10,000:

4.2.1 At least three (3) written quotations shall be obtained.

#### 4.3 Estimated value over \$10,000:

4.3.1 Tenders shall be invited.

4.4 For immediate emergency repairs necessitated through fire, water, sewage, wind, or electrical damage, the Manager of Facilities and Operations and/or Secretary Treasurer shall take whatever action is necessary to restore operations.

4.4.1 The Superintendent shall be advised of any emergency action taken resulting in an expenditure in excess of \$5,000.

### 5. Purchasing Insurance

5.1 The Secretary Treasurer shall be responsible for maintaining adequate insurance coverage.

### 6. Legal and Other Professional Services

6.1 Such professional services as are required shall be obtained as directed by the Superintendent.

7. Purchases of items for the personal use of employees or trustees will not be made in the name of the Division.

8. All items purchased through the Secretary Treasurer, or directly by individuals in the name of the school or the Division, will become the property of the Division.
9. All other factors being equal, the Division will purchase from local, provincial, Canadian and foreign suppliers in that order of preference.

Reference: Section 33, 52, 53, 68, 85, 188, 196, 197, 204, 222, 225, 229 Education Act  
Freedom of Information and Protection of Privacy Act  
School Buildings and Tendering Regulation 383/1988  
Agreement on Internal Trade; Annex 502.4  
Trade, Investment and Labour Mobility Agreement