



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

POLICY B.2 (Formerly 2100)

Policy: Purchasing

Date Passed: September 2001

Date Amended: October 2012

Date Amended: April 2015

POLICY

1. Purchase Orders

Purchases in amounts exceeding \$5,000 will be by pre-numbered purchase orders signed by the Principal or District Manager responsible for the account upon which the purchase order is drawn. Where possible at least three (3) quotes should be obtained. There is no need for purchase orders or quotes when:

- a) The goods or services are only available from one source.
- b) When a blanket P.O. can be used for the whole year, in this case the department or school must have the documentation that the supplier was the lowest cost for all their needs for the year.

2. Charge Accounts

A Principal or District Manager may establish charge accounts with the written approval of the Secretary Treasurer for specific vendors. Purchases through charge accounts with the written approval of the Secretary Treasurer may not exceed \$ 5,000 for any one charge. Counter slips must be coded and signed by the Principal or District Manager and forwarded to the Board Office.

3. Petty Cash

Any one single expense (purchase) shall not exceed \$400.00 as governed by Policy/Regulation 2101 - Petty Cash.

4. Tendering or Request For Proposals

The following purchases shall be made only following a public tender:

- a) school bus contract(s) ;
- b) janitorial contracts;
- c) annual fuel oil contracts;
- d) most major capital construction projects;
- e) school district audits.

All responsible bidders will be given equal consideration and assurance of unbiased judgments in determining whether their product or service meets specifications and the needs of the School District.

Invitations to tender shall be mailed, couriered, or otherwise delivered to all suppliers from whom tenders have been received in previous circumstances, or to any other supplier.

The Secretary-Treasurer will ensure that competition is maximized and that local vendors are given every reasonable opportunity to bid on School District contracts.

All tenders or sealed bids will be opened in public in the presence of and signed by two staff members, one of whom must be the Secretary-Treasurer or his/her designate, recording the time and date opened.

On occasion, only one bid may be submitted by tender closing time. The bid will not be opened unless the bidder agrees, in writing, that they accept their bid may be rejected and that the tender may be re-tendered without any



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

changes in the tender documents. Information pertaining to the proposals will not be released until after the review process has been completed and the successful vendor has been identified.

Tenders will be awarded to the lowest bid or quoted price, consistent with the required quality, service and safety standards. The School District reserves the right to accept or reject the whole or part of any tender. The "Tender" must be approved by the Secretary-Treasurer and the Chairperson or Vice-Chairperson of the Board prior to initiating the order with the successful vendor. The Secretary-Treasurer will notify the Board as to the results of the "Tender".

The Secretary-Treasurer or his/her designate will inform the successful vendor to the awarding of the tender. After the successful vendor has accepted the tender, then the unsuccessful vendors will be informed of the awarding of the tender to a competitive vendor.

The Superintendent of Schools will be consulted prior to awarding a tender to other than the low bidder.

5. When a Principal or District Manager approves personal off-island purchases of supplies and/or equipment for School District use, reimbursement may be claimed for items under \$400.00 through petty cash.

6. For new items which are in excess of \$15,000.00, the Secretary Treasurer will refer authorization for purchase to the Board.