

Purchasing, Tendering, and Disposal of Surplus Goods

-POLICY-

The Board of Education of School District No. 58 (Nicola-Similkameen) authorizes and assigns responsibility for purchasing and tendering to the Secretary Treasurer or his/her designate.

It shall be the policy of the Board to purchase the most appropriate services, products, commodities, and equipments for the purposes envisaged, based on the quality and cost of the particular product. The Board believes in purchasing competitively and seeking maximum educational value for every dollar expended, consistent with good purchasing practices.

-REGULATION-

1. General Guidelines

- 1.1 All items purchased, or donated in the name of a school or the school district will become the property of School District No. 58 (Nicola-Similkameen).
- 1.2 Where practicable, the Secretary Treasurer or his/her designate, will coordinate “bulk purchases” for various commodities. Therefore, schools and maintenance are encouraged wherever possible, to cooperatively purchase to provide the opportunity for quality discounts.
- 1.3 All services, supplies, commodities, or equipment required for the ongoing operations of the school district are acquired on the open market with probity and in accordance with competitive public sector purchasing practices.
- 1.4 Use of the district’s purchasing procedures to acquire goods and services for personal use will not be permitted except where specifically allowed by the Secretary Treasurer.
- 1.5 Whenever practicable, equipment and supplies will be standardized to achieve maximum purchasing economy and quality goods. Consideration will be given to future maintenance of equipment and availability of parts and services.

2. Tendering/Pricing

- 2.1 Whenever possible, the tender that provides the best economic value is to be accepted consistent with equal quality and the ability of the bidder to supply the requirements in a reasonable period of time. In exceptional circumstances, the Secretary Treasurer may authorize acquisition from a sole source.
- 2.2 The purchase of any item or product from any person employed by the school district will not be in effect until the purchase has been approved by the Secretary Treasurer.
- 2.3 The employees responsible for purchasing decisions are required to ensure that suppliers located within the school district boundaries are asked to bid or provide quotes on supplies and materials to be purchased.
- 2.4 All contracts must be signed by the Secretary Treasurer.

3. Purchasing Methods

The school district employs various purchasing tools for the acquisition of goods and services as follows:

- 3.1 Petty Cash – used at the user level to expedite the acquisition of low value. While the use of petty cash is not encouraged, a petty cash fund may be established by contacting the Secretary Treasurer or his/her designate. Receipts must be attached to a petty cash voucher by the custodian of the petty cash and signed by the custodian's immediate supervisor.
- 3.2 School Trust/Bank Account (self generated funds) – used at the school level to expedite the acquisition of goods and services. The School Trust/Bank Account is the responsibility of the school principal. The school principal may delegate the duties of financial record keeping, receipting and disbursing fund to an individual of his/her choice.

Disbursement of funds to purchase goods and services shall be made with cheques. The cheque must be signed by two (2) authorized signatures.

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- 3.3 Purchasing Cards (Procurement Cards) – used for the procurement and payment of goods and services within established purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. With the written approval from an employee’s principal or supervisor, an employee may make application to the Secretary Treasurer or his/her designated Purchase Card Administrator for a Purchasing Card.

The Purchasing Card may only be used by the person named on the front of the card. A cardholder’s single transaction limit is set after consultation between an employee’s principal/supervisor with the Secretary Treasurer or the Purchase Card Administrator.

On a monthly basis, the cardholder must attach the receipts to the Monthly Purchasing Card Statement, and ensure the GST amount and General Ledger Account attached to the transaction is correct. The Monthly Purchasing Card Statement must be signed by the cardholder’s immediate supervisor.

- 3.4 Purchase Requisition/Purchase Order – used for the purchase of goods and services. All purchase orders must be signed by the appropriate personnel (principal/supervisor) responsible for an operating unit and by the Secretary Treasurer or by his/her designate. In no case will a purchase order be honoured without the signature of the Secretary Treasurer or his/her designate.
- 3.5 Standing Purchase Order – used to make purchases from a sole source vendor over a period of time (usually the school fiscal year) for supplies or services (i.e. building supplies, food distributor, office supplies, etc). All Standing Purchase Orders must be signed by the appropriate personnel (principal/supervisor) responsible for an operating unit and by the Secretary Treasurer or by his/her designate. In no case will a Standing Purchase Order be honoured without the signature of the Secretary Treasurer or his/her designate.
- 3.6 Systems Contract – for goods or services to be supplied over a period of time at a fixed or negotiated price (i.e. equipment leases, garbage disposal, etc). An encumbered amount with start and end dates will be established for the Systems Contract. All System Purchase Orders must be negotiated by the Secretary Treasurer or by his/her designate.

The approved Systems Contract will be sent to the vendor for the vendor to enact on the requirements stated in the Systems Contract.

4. Tendering or Request For Proposals

4.1 In all purchasing transactions, authorized employees of the Board of Education will:

- Consider the interest of the school system and the improvement of its educational program
- Consider all responsible bidders equally when determining whether their product meets specifications and the educational needs of the school system
- Decline gifts that might in any way influence the purchase of school supplies and equipment
- Refrain from soliciting funds or material from vendors, however worthy the purpose
- Refrain from asking for special discounts or prices on items purchased from school district suppliers for personal use

4.2 As a general rule, all orders and contracts will be awarded to the supplier that offers the best value for School District No. 58 (Nicola-Similkameen). Relevant factors contributing to the overall value of the contract will include but are not limited to the following:

- Price
- Quality
- Ability to meet product specifications
- Ability to provide service and warranty support (including past performance)
- Availability of replacement parts

All factors being equal, contracts will be awarded to local, provincial, Canadian, and international suppliers in that order.

4.3 The Board reserves the right at all times to reject some or all bids, to not award the contract or purchase, or to re-tender.

4.4 School District No. 58 (Nicola-Similkameen) employees engaging in the purchasing function will be free of interest or relationships that are actually or potentially inimical to the best interests of the School District. In order to avoid a possible conflict of interest, any employee who has financial or other interest in a supplier company, either directly or indirectly through members of his/her immediate family, must report such financial or other interest in writing to the Secretary Treasurer who will determine whether the interest is sufficient to

disqualify the vendor. Employees who believe they may have a conflict of interest must remove themselves from the specified procurement.

- 4.5 Only the Secretary Treasurer is empowered to commit the credit of School District No. 58 (Nicola-Similkameen), except for those instances where the Secretary Treasurer has specifically delegated this power.
- 4.6 Individuals who obligate School District No. 58 (Nicola-Similkameen) without authorization may be held personally responsible for the commitment.
- 4.7 School District No. 58 (Nicola-Similkameen) will obtain competitive prices for all supplies, equipment and services when the total order exceeds \$5,000 except in the following situations:
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process;
 - A process delay would interfere with School District No. 58 (Nicola-Similkameen) ability to maintain security or order, or to protect human, animal, or plant life or health;
 - The required service is confidential; or
 - It can be proven that only one contractor is qualified to provide the service.

In the case of a single vendor, the person responsible for the purchase is required to present research to prove that only one vendor can provide the goods or service.

- 4.8 The Board authorizes the Secretary Treasurer to pursue improved efficiencies and economies through cooperative ventures with other public sector agencies. The success of these joint initiatives will depend, in part, on achieving a level of standardization in supplies and services.
5. Sale or Disposal of Obsolete or Surplus Assets
- 5.1 Equity in school and other equipment belongs to the School District as a whole. Surplus equipment shall be turned in to the maintenance department for reassignment or disposal. A school or department may transfer the old equipment to another school.

- 5.2 Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. The Secretary Treasurer shall manage the same of such items.
- 5.3 Disposal of equipment deemed to be surplus by a Principal or the Maintenance Supervisor will be by public offering at a public auction or other public advertisement for bids, either on an annual or other basis, as determined by the Secretary Treasurer and approved by the Board.
- 5.4 There are no restrictions as to who may submit a bid for the surplus equipment.
- 5.5 All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The Maintenance Supervisor shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.