



Context:

The Board has a responsibility to carefully manage public funds and therefore requires fair and transparent processes be implemented and regularly reviewed to ensure best value.

Policy Statement:

The Board requires purchases and disposals be made with consideration of best value. When the value of a purchase is such that the tendering process is administratively justifiable, tenders will be awarded on a competitive basis.

Guiding Principles:

1. All tendering, purchase and disposal will be based on the following priority list:
 - a) Environmental impact including local sourcing
 - b) Best value including cost, quality, servicing, maintenance, life span and sourcing locally.
 - c) Supply, both short and long-term
 - d) Disposals will be based on fair market value

References:

- [Administrative Procedures: Projects: Tendering, Purchase and Disposal](#)

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended: 2020.09.22: **2022.10.25**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 101

PROJECTS: TENDERING, PURCHASING AND DISPOSAL

Purpose

These administrative procedures describe the means by which Board Policy 101: Tendering, Purchasing, and Disposal will be enacted.

Authority

1. The Secretary Treasurer or designate is authorized to approve the expenditure of funds within approved Capital Budgets for all project work.
2. The Secretary Treasurer or designate will have authority to accept and approve individual change orders to capital projects, providing that funds are available.
3. The Secretary Treasurer shall report to the Board, for information, capital expenditures which are of significance and of public import whereby the resulting expenditure has an affect of enhancement of the district's capital facilities.

General Guidelines

Definitions of varying methods of procurement described below, and the decision to use any particular form will depend on the complexity of the requirement, the monetary value, and the urgency.

Purchasing Decision Matrix				
	Determination of Supplier		Payment Process	Approver
	Quote	Tender		
<\$2,000	N	N	Purchasing Card/Expense Claim with Receipts	Local
>\$2,000	Verbal	N	Invoice	Local
> \$5,000	Written	N	Invoice	Local
> \$10,000	Written	N	Invoice	Secretary Treasurer or designate
>\$50,000	N/A	Non-Advertised	Non-Advertised Tender	Secretary Treasurer or designate
>\$100,000	N/A	Public	Public Tender or Request for Proposal	Secretary Treasurer



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Use of Requisitions (Requests for Purchase Orders)

At the request of suppliers, or as deemed required, purchase orders may be provided as a legally binding agreement to place an official order of supplies and/or services. A purchase order with an authorized signature is authority to purchase on behalf of the Qualicum School District.

Authorized signatories include School Principals, Department Managers, and Senior Managers operating within the scope of their budget authority and ensuring sufficient funds exist.

Exceptional Circumstances

The secretary-treasurer may authorize the immediate purchase of any item or service without recourse to the provisions of this procedure where:

- a. staff, student or public safety is in question;
- b. purchase will prevent damage to School District facilities;
- c. essential services will be restored; and/or,
- d. essential physical plant services will be restored.

It is not necessary to tender or go through the quotation process for purchases of used items and legal services.

Opening of Tenders

1. The Board shall be made aware of all tender closings.
2. The Board shall be represented at the opening of tenders by the consultant, if applicable, Secretary Treasurer or designate, and the Properties Department designated contact person.
3. Criteria for selection will be as per Board Policy 101.
4. The consultant shall submit a written recommendation regarding the award of contract within forty-eight hours following the close of tenders.
5. The lowest qualified tender received, that is supported by a recommendation from the consultant and meets criteria in Board Policy 101, shall form the contract, providing that it is within the budget approved.
6. Tenders funded from a Capital Plan must receive Ministry of Education and Child Care approval.
7. To award a contract to other than the low bidder, it must first be approved by the Board and supported by a written recommendation from the Secretary Treasurer or designate, giving full justification for the recommendation.



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Withdrawal of Tenders

Tenders may be withdrawn personally, by written notice, fax, or email provided such notice of withdrawal is received by the appropriate member of senior management or delegate prior to the tender closing time.

Revisions of Tenders

- a. A tender already delivered to the Qualicum School District (owner) may only be revised in the following manner and the revision must be plainly referable to a particular tender. Revisions to tenders already received must be submitted only by fax or signed letter. The revision must state only the amount of which a figure is to be increased or decreased or specific directions as to the exclusion or inclusion of particular words.
- b. Please note in the case of faxed revisions to tender, Qualicum School District assumes no responsibilities and the bidder assumes all risks of using faxed communications for revisions. The faxed transmission must be received by the appropriate member of senior management or delegate prior to closing time.
- c. Alterations, qualifications or omission to the tender form may be cause for rejection.
- d. Failure to complete the tender document may result in rejection of tenders submitted.

Awarding of Tender

- a. This tender will be irrevocable for a period of sixty (60) days from tender closing time. The lowest or any tender will not necessarily be accepted.
- b. The completed tender document, terms, conditions, instructions, specifications and any attachments shall become part of any contract entered into between the successful bidder and Qualicum School District.
- c. The right is reserved to reject any or all tenders and to waive any minor informalities or irregularities in tenders received.
- d. This tender, if awarded, may be in whole or in part and Qualicum School District, reserves the right to award this tender to multiple bidders. In the event of funding difficulties, some areas or schools may be eliminated in order to meet budget constraints.
- e. Criteria for award or rejection of this tender may include but not be limited to the following: price stated, total cost implication, product quality, references, past performance and the demonstrated ability and personnel to fulfill the requirements of the tender.

Disposal of Capital Assets

1. Prior to disposing of any land, buildings, leases, rights-of-way and easements, the Board shall in each such case:
 - a. consider the future educational needs of the school district and the effect of the disposal of same.
 - b. dispose of the land, building, lease, right-of-way or easement by public meeting or public tender with or without accepting any offers or the highest offer;
 - c. dispose of the land, building, lease, right-of-way or easement at the fair market value.



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2. Fair market value in the disposal of any land, building, lease, right-of-way or easement shall be determined by a professional appraisal obtained at the direction of the Board and consideration for such value may be comprised of cash, trade, barter or otherwise.
3. The Board shall pass a bylaw authorizing the disposal of any land, building, lease, right-of-way or easement authorizing the disposal of same prior to the disposal.
4. Once the Board has disposed of any land, building, lease, right-of-way or easement, the Board shall provide the Minister of Education and Child Care with:
 - a. a copy of the authorizing bylaw; and
 - b. written notification of the disposition and allocation of the proceeds of the said sale as required under Section 100 (2) of the *School Act*.

Disposal of Surplus Material

Where equipment, vehicles or materials are considered surplus to the needs to the School District and are expected to have resale value, the Secretary Treasurer may direct these items be disposed of in any one of the following ways:

- a. Offered for sale to public bodies;
- b. Sold at public auction;
- c. Sold by public or invited tender;
- d. Sold at a fixed price public sale; or,
- e. Sold privately (Private sale shall be restricted to items which have previously been offered under a, b, c, or d above or where the potential benefits of such a process are greater than the costs of it.)

The cost of disposing of the item must not exceed the expected resale value.

Equipment, vehicles or material will not be sold to school district employees unless they are the successful bidder in a public tender process.

Where equipment or materials are considered surplus to Qualicum School District's need and do not have a resale value, the Secretary Treasurer or designate may authorize items to be disposed of according to environmentally acceptable practices including,

- a. salvaged for parts
- b. scrapped
- c. traded in for credit against purchases.

Disposal of Surplus School Buses

Whenever possible, surplus school buses shall be traded to bus dealers provided the trade price is deemed to be of fair market value.

Only if a surplus school bus cannot be traded to bus dealers, any alternating flashing lamps and any stop arm fitted to the school bus must be removed and all school district identification, any



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School Bus lettering and the warning signs associated with the alternating flashing shall be removed prior to any surplus school bus being offered for public tender.

References:

- [Board Policy 101: Projects - Tendering, Purchase and Disposal](#)
- [Board Policy 301: Living Wage](#)
- [The School Act](#)
- [Ministerial Order \(M193/08\) Disposal of Land or Improvements Order](#)

Dates of Adoption/Amendments:

Adopted: 16.08.31

Amended: 2020.09.22: 2022.10.25: **2023.05.23**