



PURCHASE AND DISPOSAL OF DISTRICT ASSETS

(Administration and Facilities Series)

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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

Internal References:

- [Board Policy 101: Projects - Tendering, Purchase and Disposal](#)

External References:

- [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 | **2025.11.25 (AP Only)**



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Purpose

These administrative procedures describe the means by which Board Policy 101: Purchase and Disposal of District Assets 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.
4. Local approvers are the authorized signatories operating within the scope of their budget authority and ensuring sufficient funds exist. These include School Principals, Department Managers, and Senior Managers

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;
- d. essential physical plant services will be restored;
- e. staff can strictly prove that only one service provider is qualified, or is available to provide the goods, services or construction;
- f. the goods or services require compatibility with existing goods or services or may void any warranties or guarantees; and/or,
- g. pricing has been established by joint purchase group tenders or other public entities with the option to extend to school districts, and Government agreements available for school district use

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



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Definitions:

Contract	is a legally binding agreement for one party to provide goods or services to the other party, in exchange for payment or other form of consideration, subject to terms and conditions.
Request for Proposal RFP) or Request for Expression of Interest and Qualifications (REIQ}	is document used to solicit bids from potential vendors interested in supplying a good, service or capital asset. The RFP or REIQ outlines the bidding process, mandatory vendor requirements, timelines for bid submission and contractual terms and conditions.
Request for Quotation (RFQ)	is a written invitation for vendors to submit a quote to supply a particular good, service or capital asset
Quote	is a written or verbal statement of price, terms of sale and description of goods and/or services offered by a vendor.
Invitation to Tender (ITT)	is a process used to solicit Tenders from vendors for the provision of goods, services or capital assets where the specifications, terms, conditions, and other details are set out in the invitation and the bids are evaluated primarily on price, without further negotiations.
Tenders	are offers made by vendors in response to an ITT received before a closing date and time specified in the ITT document.
Vendor	includes supplier or potential supplier of goods and/or services and may be a contractor or consultant.

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.



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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 goods and/or services. A purchase order with an authorized signature is authority to purchase on behalf of the Qualicum School District.

Purchasing Decision Matrix				
	Procurement Method		Payment Process	Delegated Authority/ Approver
	Quote	Tender		
Goods and Services:				
\$2,000 or less	N	N	Purchasing Card/Expense Claim with Receipts	Local
>\$2,000	2 verbal /online	N	Invoice	Local
> \$10,000	3 written	N	Invoice	Local
>\$75,000	N/A	Non-advertised Request for Proposal (depending on known specs)	Invoice	Secretary Treasurer or designate
>\$250,000	N/A	Public Tender or Request for Proposal	Invoice	Secretary Treasurer

Construction/Capital Projects:

\$250,000 or less	3 written	N	Invoice	Secretary Treasurer or designate
>\$250,000	N/A	Public	Public Tender or RFP/ITT/RFQ	Secretary Treasurer



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METHODS FOR PROCUREMENT

Request for Quotes

Request for quotes can take the following forms:

- a) Verbal quotations:
Received from two or more supplier representatives, usually by telephone. Online price checking can count as an alternative for a verbal quotation. Such quotations are to be recorded by the School or Requesting Department and retained for review if required.
- b) Written quotations:
Received from three or more sources in response to written request. Responses may be submitted by BC Bid, email or mail.

Public Opportunities

Public opportunities may include but are not limited to, Request for Proposal (RFP), Request for Expression of Interest and Qualifications (REIQ), Request for Quotation (RFQ) and Invitation to Tender (ITT). Assessment of which document and process to use is dependent on the Requesting Department/Delegated authority.

Responses to Public Opportunities

Submissions may be done by email, hard copy, through BC Bid or other tendering platforms and will be received by either the Requesting Department/Delegated authority or designate. Required delivery methods will be stated in the opportunity documents. The date and time of receipt will be determined by the email server for email submissions or will be time stamped by the receiver or designate for hard copy submissions. Under no circumstances will submissions received be opened prior to the specified closing time.

Withdrawal of Tenders

Tenders may be withdrawn, by written, or email notification provided such notice of withdrawal is received by the appropriate requesting Department/Delegated authority or designate prior to the tender closing time and date.

Revisions of Tenders

A firm may amend its original submission provided the revision is received by the requesting Department/Delegated authority or designate in writing or by email prior to the tender closing time and date.

Opening of Tenders

1. The Board shall be represented at the opening of tenders by the consultant, if applicable, Secretary Treasurer or designate, and/or the Requesting Department designated contact person.
2. Criteria for selection will be as per Board Policy 101.



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3. The consultant or the requesting Department/Delegated authority shall submit a written recommendation regarding the award of contract within forty-eight hours following the close of tenders.
4. 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.
5. To award a contract to other than the low bidder, must be based on facts that are defensible in the event of enquiry from any source at any level and be supported by the Secretary-Treasurer or designate, having been provided full justification for the recommendation.
6. 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 Real Property

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.
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.



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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 Infrastructure 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 Equipment or 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 or designate 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

Where a school bus is considered surplus to the needs to the School District the bus may be disposed of through public tender as identified in the Disposal of Surplus Equipment or Material section. Prior to disposition, any alternating flashing lamps and any stop arm fitted to the school bus must be removed and all school district identification, any School Bus lettering and the warning signs associated with the alternating flashing shall also be removed.



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