

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE NO. 508</b>	
Effective	
Revision Date	

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**PURCHASING**

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**PURPOSE**

The Moose Factory Island District School Area Board supports a central purchasing function as a means of obtaining maximum value for each dollar spent, consistent with the educational goals of the school authority and fair business principles.

In order to implement this administrative procedure, the Business Administrator or designate will adopt and practise recognized purchasing procedures.

The adopted procedures will ensure cost effectiveness and efficiency within the system and provide quality materials, supplies, and services consistent with the needs and in the best interests of Moose Factory Island District School Area Board.

**PROCEDURES**

**Central Purchasing Function**

The Moose Factory Island District School Area Board coordinates the purchasing function in the Board Office in order to have better control over the source of supply, quality, price, delivery, health and safety issues, and environmental concerns.

**REGULATIONS**

**1. Purchase Orders**

Purchase orders will be required for all purchases of supplies, services, furniture, and equipment unless specifically exempted in this administrative procedure.

**2. Signing Authority**

The Business Administrator (or his/her designate) is authorized to approve all purchase orders on behalf of the Board.

**3. Unauthorized Purchases**

Any purchases made in the name of the Board without an authorized Purchase Order, or in violation of this procedure, may be considered an obligation of the person making the purchase and not an obligation of the Board.

#### 4. Confirmation Orders

Confirmation orders will be used only for the purchase of emergency supplies or services by the Business Administrator (or his/her designate) where the immediate purchase is essential to prevent danger to life, damage to property, or disruption of work.

#### 5. Exempt Purchases and Payments

The following purchases/payments will not require a Purchase Order and are not subject to the rules outlined in "Determination of Purchasing Method".

- 5.1. Trustees' honoraria;
- 5.2. Employees' salaries and benefits;
- 5.3. Remittances for statutory payroll deductions, employee benefits, and dues;
- 5.4. Petty Cash claims;
- 5.5. Travel Claims;
- 5.6. Annual Service Contracts (Garbage/Sewage/Water, Annual Elevator Device Inspection and Fees, Annual Fire Safety Inspection, Computer Technical and Support Services, and Psychological/Speech Services);
- 5.7. Tuition Fees to the other boards;
- 5.8. Membership Fees;
- 5.9. Payments resulting from formal contracts; and
- 5.10.

Purchases specifically authorized by the Board.

#### 6. Determination of Purchasing Method

- 6.1. All purchases of supplies and services, except those covered in "Exempt Purchases/Payments" are to be made in accordance with the following schedule:

<b>Value</b>	<b>Method</b>
\$1 - \$1,500	Discretionary
\$1,501 to \$5,000	Verbal Quotations
\$5,001 to \$20,000	Written Quotations
\$20,001 to \$75,000	Tender Calls
\$75,001 and over	Public Tender

- 6.2. The determination of the purchasing method may be waived in circumstances where there may be only one contractor in the area that is qualified to do the contracted work or whether the work is required on an emergency basis. This determination can only be made by the Business Administrator, in consultation with the Supervisory Officer, and have the full approval of the Board prior to the purchase.

## 7. Quotations

### 7.1. Authority to Request Quotations

The Business Administrator (or his/her designate) or the Supervisory Officer shall be responsible for the issuing and receiving of all quotations.

### 7.2. Invitations to Quote

In circumstances where quotations are required, they shall be received from a minimum of three suppliers. Exceptions will be permitted when it is not possible to obtain three prices, such as when the products are only available from a limited number of suppliers.

### 7.3. Quotations will be reviewed and final approval will be made by the Board.

## 8. Tenders

### 8.1. Tender Calls

Tender calls will be made by:

- a) advertising on the community channels and local bulletin boards; or
- b) direct invitation to selected suppliers, upon approval of the Business Administrator or his/her designate.

### 8.2. Public Tenders

The call for public tenders will be made by:

- a) advertising on the community channels and local bulletin boards; or
- b) direct invitation to selected suppliers, upon approval of the Business Administrator or his/her designate.

### 8.3. Authority to Request Tenders

The Business Administrator or his/her designate shall be responsible for the issuing and receiving of all tenders. A written record of all tenders shall be kept on file in the Board Office.

## 9. Opening of Tenders

All sealed tenders shall be opened by the Business Administrator or his/her designate in the presence of at least two other persons, one of them shall be the Supervisory Officer or the Maintenance Supervisor.

## 10. Security

### New construction, alterations or renovations Bid Deposits

<u>Project Value</u>	<u>Bond</u>	<u>Certified Cheques</u>
\$20,001 to \$100,000	10%	10%
\$100,001 to \$200,000	15%	15%
\$200,001 and over	15%	N/A

### Tender Security

<u>Project Value</u>	<u>Bond</u>	<u>Certified Cheques</u>
\$20,001 to \$100,000	50%	15%
\$100,001 to \$200,000	75%	20%
\$200,001 and over	100%	N/A

### NOTE: Bid Deposits and Tender Security

The percentages specified above may be increased for a specific project with the approval of the Business Administrator, in consultation with the Supervisory Officer, upon the recommendation of the Board's consultant.

## 11. Quotations or Tenders

### 11.1. Late Submissions

Any quotation or tender arriving after the closing time will not be considered.

### 11.2. Rejecting the Bid

The Board reserves the right to accept or reject, for valid reasons, all or part of a quotation or tender submitted by suppliers.

### 11.3. Awarding the Bid

When quotations or tenders have been called, the successful bidder shall be determined on the following basis:

- a) lowest bidder, providing the product meets the Board's specifications for the quality, service and delivery;
- b) next lowest bidder, if the first lowest bidder is rejected;
- c) when identical low bids are received and the products meet the Board's specifications, preference will be given to local suppliers first and secondly, to suppliers of Canadian goods.
- d) Approval of the bid shall be made by Board motion.

#### 11.4. Specifications

The Supervisory Officer and Business Administrator shall be responsible for providing specifications of all items requested, unless standard specifications have already been established.

#### 11.5. Environmental Concerns

Whenever possible, the purchase of toxic products should be avoided. When this is not possible, adequate care should be taken in the use and storage of such products especially in relation to the health and safety of pupils and staff.

#### 11.6. Cooperative Purchasing

The requirements from another publicly funded organization may be added to the Board's quotation or tender invitation if it is deemed expedient to the participants. The Board may also add its requirements to another publicly funded organization's quotation or tender invitations for the same reason.

### 12. Specific Directives

#### 12.1. Purchases

- a) A requisition will be prepared by staff and signed by the Principal, Maintenance Supervisor and Business Administrator or designate, as appropriate.
- b) The requisition will be verified for availability for funds in the School and/or Board Office and then processed by the Principal, Maintenance Supervisor and Business Administrator or designate, as appropriate.
- c) .

#### 12.2. Receiving

- a) Immediately upon receipt of goods, school and/or Board personnel who filled the requisition order will check for shortage or damage and report it to the supplier.
- b) School and/or Board staff who ordered the supplies will acknowledge receipt of goods on appropriate forms (copy of purchase order, packing slip, waybill and internal Form etc.) and send them signed and dated to the Board Office, noting thereon any shortage or damage and report it to the supplier immediately.

#### **Legal References:**

*Education Act, section 286 Duties of Supervisory Officers: Supervise Business Functions*

***Board References:***

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-02 Strategic Directions and Key Priorities

Administrative Procedure 500 Financial Integrity

Administrative Procedure 502 Budget Preparation and Review

FORM 508-01 Requisition

FORM 508-02 Purchase Order