

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: DJB
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PURCHASING PROCEDURES

A. Introduction

1. Purchasing on behalf of the School Division shall be carried out by the Secretary Treasurer.
2. The Kelsey School Division philosophically agrees with the use of recycled products. To this end, the School Division encourages and requests that all attempts be made to use recycled products providing that these recycled products may be purchased at no more than 5% above the cost at which regular non-recycled products may be purchased.

B. Tendering

1. Public Tenders shall be called for items in accordance with the Public Schools Act. All such purchases shall be made by Public Tender with exceptions as stated below.
2. Except as otherwise specified, purchase orders shall be awarded to the lowest tenderer where specifications are met within budgetary limits. Preference may be given to local suppliers.
3. Single or small scale purchases with a dollar value below \$5000.00 may be made without tendering but by obtaining price quotations from two or more suppliers, wherever possible.

C. Tendering Process

1. Request for tenders: Tenders shall be called for using the School Division website, local media and other media as required. Advertising shall include clear descriptions of the items tendered, School Division requirements, and the tendering deadline.
2. A tender which does not meet specifications will not be considered, unless otherwise directed by the Finance Committee due to tendering deficiencies.
3. The Secretary Treasurer shall, in the presence of another School Division employee, review all tenders, approve purchases, and inform the appropriate department of the decision.
4. All tenders and quotations received shall be considered confidential. Notification shall be made to unsuccessful tenderers.

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5. When the lowest tender meets specifications, but is not acceptable, a recommendation and referral shall be made to the Finance Committee. The selection of a tender may be considered to support local bids more favorably when, in the opinion of the bid selection committee, the cost differential is not significant.
6. Tenders which are not within budgetary limitations either in quantity or dollar value shall be referred to the Finance Committee.
7. In cases in which there is a single supplier (i.e. library books, videos) and in emergency situations (such as mechanical and electrical items immediately critical to the operation of a school), tendering procedures may be set aside by the Secretary Treasurer.
8. All successful tenders shall be reported to the Board showing items to be purchased, successful tenders, amount of tender, budgeted amount and budget category. Such reports shall be included in the report of the Secretary Treasurer.
9. The School Division office personnel may not make purchases on behalf of staff members, but may refer them to qualified suppliers.

D. Bidding Requirements

1. Bid Deposits
 When the Division expects that a tender will exceed \$5,000.00 (five thousand dollars) for work in building construction or building renovation, the firm submitting a tender may be required by the School Division to deposit with the School Division cash, a certified cheque, or bearer bonds, in the amount of not less than one-tenth of the price being tendered. Bid deposits may be required as determined by the Board in other areas depending on market stability.
2. Performance Bonds
 Performance bonds may be required on major construction projects, supply or equipment items, to a maximum amount equal to 50% of awarded tender.

E. Purchasing Procedures – Furniture

1. Guiding Principles
 - a) These principles guide all large furniture purchasing decisions made by the Kelsey School Division. KSD recognizes the need for a bulk purchasing function that is controlled at the School Division office to ensure cost savings, to reduce the potential for duplicate purchases on furniture which may be in storage, to ensure that all furniture meets durability and safety standards for school use, to facilitate and encourage the timely purchase of goods and services, and to ensure a commitment to accountability, transparency, efficiency and equity.

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- b) Purchasing decisions will be based on value for money, balancing price with economy, efficiency and effectiveness of the goods or services being acquired.
- c) Although price is a very important consideration, the lowest cost is not guaranteed to be selected in the purchasing process as durability and safety are of equal importance.

2. Process

- a) The acquisition of services, supplies, materials and equipment shall be coordinated through the Director of Maintenance and Transportation and the Secretary Treasurer who are responsible for the budget allocation being accessed.
- b) School budget allocations for furniture purchases will address needs in the system with the insurance of equity in spending across programs and schools.
- c) Schools will ensure that furniture orders are placed with a supplier who specializes in furniture for offices and schools.
- d) Schools will submit furniture requests by the 15th of the month. Once received, there will be a review of School Division resources to ensure that there is no duplication of the furniture request and that the item requested is not in storage.
- e) Purchase orders will be processed at the end of each month.

F. Petty Cash Accounts

- 1. Petty cash accounts for each school may be established by the Secretary Treasurer. Funds will be entrusted to the school Assistant Principal, who may spend them for items related to school operation. The expenditures will be recorded and reported to the Secretary Treasurer monthly. The Secretary Treasurer, on acceptance of the report, will replenish the account to an established limit.
- 2. The Assistant Principals will return the petty cash fund upon termination of the school year at the end of June. The funds will be re-issued to the Assistant Principals at the beginning of the following school year.