



Windsor-Essex Catholic District School Board
 Section: Finance
Procedure: Pr F: 02
Purchasing/Disposal of Assets

PROCEDURE:	Pr F:02
EFFECTIVE:	April 28, 2009
AMENDED:	
RELATED POLICIES:	F:02,A:04,PrA:04, A:12A:27, PrA:27,A:28,A29, F:01,PrF:01,F:03, F:04,SC02,SC06, T:02,Pr T:02
REPEALS:	F: 03, A: 10
REVIEW DATE:	2011-2012

1.0 Objective

- 1.1 To establish procedures to be followed for the acquisition of goods and services in an open and transparent manner in accordance with sound business practices in order to provide the best value to the Board.
- 1.2 To establish procedures to be followed for the disposal of Board assets through an open and transparent process that returns the maximum value possible to the Board.

2.0 Definitions

- 2.1 **Bid** is a written submission from a vendor in response to a formal solicitation of bids by the Board and includes responses to requests for quotations, tender calls and requests for proposals and other similar solicitations.
- 2.2 **Bid Bond** is a form of security provided by a bonding agent to guarantee that the successful bidder enters into a contract with the Board.
- 2.3 **Bid Deposit** is a certified cheque or bank draft provided by a bidder to guarantee that the successful bidder enters into a contract with the Board.
- 2.4 **Blanket Purchase Order** is a document issued to a vendor pursuant to a bid or quotation, which requires the vendor to supply specified item(s) or service(s) at a quoted price over a set period of time.
- 2.5 **Contract** is a formal written agreement for the purchase of goods or services.
- 2.6 **Disposal** is the transfer of ownership of an asset from the Board to another party by means of sale, trade-in, alternative use or destruction.
- 2.7 **Expression of Interest** is a process by which the Board solicits vendor(s) to advise the Board as to their ability and intent to provide goods or services.
- 2.8 **Performance Bond** is a form of security provided by a bonding agent to guarantee that the successful bidder fully undertakes the requirements of a specific contract.

- 2.9 **Progress Payment** is an interim payment made in accordance with the terms of a contract prior to completion.
- 2.10 **Purchase Order** is a document issued to a vendor pursuant to a bid or quotation, which requires the vendor to supply goods or services.
- 2.11 **Quotation** is a written submission from a vendor in response to a written or verbal request from the Board for the supply of goods or services.
- 2.12 **Request for Pre-Qualification** is a process by which the Board formally solicits written submissions from vendors as to the vendors' capabilities, including but not limited to professional qualifications, experience, expertise and resources, to provide specific goods or services.
- 2.13 **Request for Proposal** is a process by which the Board formally solicits written submissions from vendors as to their specific proposals to provide goods or services to the Board, where the method for provision of the stated goods or services is not clearly known or is flexible.
- 2.14 **Request for Quotation** is a process by which the Board solicits written submissions from vendors without a formal tender call process and without sealed bids.
- 2.15 **Tender** is a written offer from a vendor in response to a formal tender call for the provision of goods or services.
- 2.16 **Tender Call** is the notification by the Board to vendors by various means, including but not limited to advertising and letters, requesting the submission of tenders for the provision of goods or services.

3.0 Approval Authority

- 3.1 Except for emergency purchases as set out in section 10.0, approval of the Board of Trustees for purchases shall be required for any of the conditions as follows:
- a) The purchase is greater than \$100,000, not including the Goods and Services Tax (GST).
 - b) The recommended bid exceeds the approved budget.
 - c) The purchase is not being recommended to the lowest bid that has met all of the required specifications.
 - d) Specific approval of the Ministry of Education or other government body is required.
 - e) Specific financing or leasing arrangements are applicable to the purchase.
- 3.2 Subject to section 3.1, The Director of Education is authorized to approve purchase requisitions up to \$100,000 in value, not including GST. Subject to section 3.1, Superintendents are authorized to approve purchase requisitions up to \$50,000, not including GST.

- 3.3 Superintendents may not delegate their authority for approving requisitions to other management staff within their respective areas without the written approval of the Director of Education. The Superintendent of Business is responsible for maintaining a list of approved signatories for each area with the corresponding expenditure levels for which they are authorized to sign.
- 3.4 Superintendents are responsible for ensuring that all purchases for their respective areas are in compliance with the Purchasing Policy and Procedure and that sufficient funds are included within the Board approved budget for which they are accountable.
- 3.5 The Superintendent of Business, or designate, is responsible for ensuring that the requirements of the Purchasing Policy and Procedure have been satisfied before authorizing the issuance of any purchase order or the execution of any contract or other agreement.

4.0 Purchase Process - Petty Cash

- 4.1 Superintendents, or designates, are authorized to use petty cash for purchases up to \$300 in value, not including GST, only in those instances when it is not feasible to use a purchasing card.
- 4.2 The petty cash fund shall not exceed \$300 for each elementary school or administrative work location as determined by the Director of Education.
- 4.3 The petty cash fund shall not exceed \$2,000 for each secondary school.

5.0 Purchase Process - Up To \$3,000

- 5.1 Superintendents, or designates, are authorized to make purchases up to a value of \$3,000, not including GST.
- 5.2 Purchases may be made utilizing purchasing cards in accordance with the Purchasing Card Policy and Procedure or by purchase order issued by the Superintendent of Business, or designate.

6.0 Purchase Process - Over \$3,000 Up To \$10,000

- 6.1 Superintendents, or designates, are authorized to solicit quotations for goods and services valued over \$3,000 up to \$10,000, not including GST.
- 6.2 The process for soliciting quotations shall be in writing and shall include specific details of the goods or services to be provided and the specific details of the method and criteria to be used in evaluating the quotations.
- 6.3 Quotations shall be solicited from vendors on the Board's vendors list. Where a sufficient number of listed vendors willing to submit quotations is not available, then additional vendors not on the list shall be sought.

- 6.4 A minimum of three, but preferably more, written quotations shall be obtained, with the lowest cost bid meeting specifications to be awarded the work. Where it is not possible to obtain three quotations, documentation must be submitted to the Director outlining the valid reason why the required number of quotations could not be obtained. The purchase shall be subject to the Director's approval.
- 6.5 Superintendents, or designates, shall forward all quotations received to the Business Department, along with a purchase requisition, so that a purchase order can be issued.

7.0 Purchase Process - Over \$10,000 up to \$50,000

- 7.1 For purchases valued over \$10,000 up to \$50,000, not including GST, Superintendents, or designates, shall submit in writing to the Business Department a detailed description of the goods or services to be purchased pursuant to a requisition. The description shall include any specifications, terms and conditions as may be applicable.
- 7.2 The Business Department shall review the request and, if in order, shall solicit quotations from vendors on the Board's vendors list that have been identified to provide the goods or services. Where a sufficient number of listed vendors willing to submit quotations is not available, then additional vendors not on the list shall be sought.
- 7.3 A minimum of three, but preferably more, written quotations shall be obtained, with the lowest cost quotation meeting specifications to be awarded the work. Where it is not possible to obtain three quotations, documentation must be submitted to the Director outlining the valid reason why the required number of quotations could not be obtained. The purchase shall be subject to the Director's approval
- 7.4 Superintendents, or designates, shall forward a requisition to the Business Department, so that a purchase order can be issued.

8.0 Tender Call Process - Over \$50,000

- 8.1 A formal tender call shall be required for purchases that are estimated to exceed \$50,000 in value, where three or more potential bidders capable of providing the goods or services have been identified and where the tender submissions can be evaluated against clearly defined criteria.
- 8.2 The Request for Proposal/Tender Call form, as provided in Appendix A, must be completed and signed by the applicable Superintendent and submitted, with all of the required documentation, to the Superintendent of Business for his signed authorization to proceed with the tender call.
- 8.3 Where it may be appropriate as determined by the Director of Education, a request for pre-qualification process may precede the tender call process.
- 8.4 The Superintendent of Business, or designate, shall administer the tender call process.

- 8.5 All tender calls shall, at a minimum, be posted to the Board's website and advertised in the Windsor Star. It is the responsibility of prospective vendors to review these media to ascertain when tender calls are made. In addition to these media and at the discretion of the Superintendent of Business, direct mailings to vendors on the Board's vendors list and advertising by other means may be utilized where deemed appropriate to solicit bids.
- 8.6 All tender calls shall require the submission of sealed bids. The Superintendent of Business, or designate, shall receive all tender submissions prior to the specified closing date and time. No tender submission shall be received after the specified closing date and time.
- 8.7 The Superintendent of Business, or designate, shall conduct a public opening of the tender submissions. The date and time of the public opening shall be advertised in accordance with clause 8.5 at the time of advertising the tender call. All Trustees shall be specifically notified of the date and time of the public opening and are invited to attend along with all bidders and any member of the public.
- 8.8 At the public opening and immediately prior to opening the bids, all tender call submissions that have been received shall be initialed, prior to being opened, by at least one Trustee, only if present, or by another witness and by the Superintendent of Business, or designate. The Superintendent of Business, or designate, will then proceed to open and announce each bid.
- 8.9 The applicable Superintendent and Superintendent of Business, or designates, shall review the submissions and prepare a joint report to the Director of Education for approval of the tender, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.
- 8.10 For tenders up to \$100,000 in value, not including GST, and subject to section 3.1, the Director of Education is authorized to award the work to the lowest cost bidder meeting specifications.
- 8.11 For tenders over \$100,000 in value, not including GST, and subject to section 3.1, a report shall be submitted to the Board of Trustees for approval of the tender, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.
- 8.12 Upon approval, the Superintendent of Business shall issue a purchase order, contract or agreement to the vendor as may be applicable.

9.0 Request for Proposal Process

- 9.1 A formal request for proposal may be called for purchases of goods and services, where the definitive specifications cannot be identified, where the vendors are requested to submit solutions to a problem, where the selection of vendor is based on the effectiveness of the proposed solution and not on price alone, or where negotiations with one or more of the proponents may be required.

- 9.2 The Request for Proposal/Tender Call form, as provided in Appendix A, must be completed and signed by the applicable Superintendent and submitted, with all of the required documentation, to the Superintendent of Business for his signed authorization to proceed with the request for proposal.
- 9.3 The criteria to be used to evaluate submissions shall be specifically established and documented prior to advertising the request for proposal. Where feasible, such criteria shall be provided to vendors to assist in the preparation of their submissions.
- 9.4 Where it may be appropriate as determined by the Director of Education, a request for pre-qualification process may precede the request for proposal process.
- 9.5 The Superintendent of Business, or designate, shall administer the request for proposal process.
- 9.6 All requests for proposal shall, at a minimum, be posted to the Board's website and advertised in the Windsor Star. It is the responsibility of prospective vendors to review these media to ascertain when requests for proposals are made. In addition to these media and at the discretion of the Superintendent of Business, direct mailings to vendors on the Board's vendors list and advertising by other means may be utilized where deemed appropriate to solicit bids.
- 9.7 All requests for proposal shall require the submission of sealed bids. The Superintendent of Business, or designate, shall receive all request for proposal submissions prior to the specified closing date and time. No request for proposal submission shall be received after the specified closing date and time.
- 9.8 There shall be no public opening of submissions pursuant to a request for proposal. The Superintendent of Business and the applicable area Superintendent, or designates, and one other witness shall initial each submission immediately prior to opening and then shall jointly open the submissions.
- 9.9 The Superintendent of Business and applicable Superintendent, or designates, shall review the submissions. If deemed necessary, individual vendors may be contacted to seek additional information in order to clarify the submissions and negotiations may be undertaken with the vendor whose submission appears to provide the best value to the Board. Thereafter, a joint report shall be submitted to the Director of Education for approval of the recommended vendor, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.
- 9.10 For requests for proposal up to \$100,000 in value, not including GST and subject to section 3.1, the Director of Education is authorized to award the work to the lowest cost bidder meeting specifications.
- 9.11 For requests for proposal over \$100,000 in value, not including GST and subject to section 3.1, a report shall be submitted to the Board of Trustees for approval of the recommended vendor, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.

- 9.12 Upon approval, the Superintendent of Business shall issue a purchase order, contract or agreement to the vendor as may be applicable.

10.0 Emergency Purchases

- 10.1 Where, in the opinion of the Director of Education or a Superintendent, an emergency arises that requires the immediate purchase of goods or services, the Director or Superintendent may make purchases as may be required to address the emergency, even though said purchases may not be in strict compliance with the Purchasing Policy or Procedure.
- 10.2 A Superintendent has the authority to approve emergency purchase requisitions up to \$50,000 in value, not including GST. The Director has the authority to approve emergency purchase requisitions over \$50,000, not including GST, provided that where an emergency purchase is to exceed \$100,000 in value, not including GST, the Director shall consult with the Chair of the Board on such purchase. In this latter case, a report to the Board of Trustees shall be provided as information at the Board's next scheduled meeting.
- 10.3 Emergency purchases may be undertaken pursuant to any of the following:
- a) There is an imminent or actual danger to the life or health and safety of a person or persons.
 - b) There is an imminent or actual danger of damage or destruction to real or personal property.
 - c) There is a spill of a material requiring attention under the provisions of the Environmental Protection Act.
 - d) There are circumstances that may result in financial losses and/or have the potential of interfering with staff and students occupying a Board facility or with the delivery of a program.
- 10.4 As soon as possible after the emergency purchase is made, the Director or Superintendent, as applicable, shall prepare and submit a written report to the Superintendent of Business detailing the emergency and the specific purchases that were made as a result, for audit purposes.
- 10.5 The Superintendent of Business, or designate, shall confirm all emergency purchases by the issuance of a purchase order, contract or agreement to the vendor as soon after the emergency as is practical.

11.0 Professional Services

- 11.1 The acquisition of professional services, such as consulting, legal, banking, auditing, architectural, engineering and similar services, will follow the same processes as identified for other goods and services in this procedure, except as modified by section 11.0

- 11.2 Ongoing services, such as legal, banking and auditing, shall be subject to a tender call or a request for proposal process, as may be appropriate, at least once every 5 years.
- 11.3 All professional services shall be acquired in accordance with the two envelope system. Each vendor will be required to submit technical and qualitative information in one sealed envelope and pricing information in a second sealed envelope. The review process will commence with the first envelope being opened and the technical and qualitative information being evaluated. This will be done to ensure that the evaluation will not be influenced by prior knowledge of the price submission. The second envelopes are opened only for those submissions deemed capable of performing the service. The vendor with the lowest price meeting specifications shall be awarded the work.
- 11.4 The criteria to be used to evaluate submissions shall be specifically established and documented prior to advertising the tender call or request for proposal. Where feasible, such criteria shall be provided to vendors to assist in the preparation of their submissions.
- 11.5 As part of the submissions, vendors shall be required to disclose any potential conflict of interest, which information shall be used as part of the evaluation of the submissions.
- 11.6 Unopened pricing envelopes shall be retained until the issuance of a purchase order, contract or agreement to the recommended vendor. Thereafter, all unopened envelopes shall be returned to the respective vendors.
- 11.7 The authorization for approval of the recommended vendor shall be in accordance with section 3.0 of this procedure except as follows:
 - a) Ongoing services to be awarded for a period of 2 or more years shall be subject to the approval of the Board of Trustees.
 - b) Professional services related to assignments or projects where the assignment or project value, excluding the value of professional services and excluding all GST, is in excess of \$100,000 shall be subject to the approval of the Board of Trustees.
- 11.8 Upon approval, the Superintendent of Business, or designate, shall issue a purchase order, contract or agreement to the vendor as may be applicable.

12.0 Sole Source Purchases

- 12.1 Sole source purchases shall not be permitted except as follows:
 - a) For purchases up to a value of \$3,000, not including GST.
 - b) For emergency purchases as identified under section 10.0 of this procedure.
 - c) For purchases over \$3,000 in value, excluding GST, where the compatibility to existing equipment or facilities is essential and only upon

the prior approval of the Director of Education or Board of Trustees, as directed under this procedure.

- d) For purchases over \$3,000 involving confidentiality related to security, police matters and other similar circumstances and only upon the prior approval of the Director of Education or Board of Trustees, as directed under this procedure
- e) Upon the approval of the Director under sections 6.4 and 7.3

12.2 The approval authority limits as provided in section 3.0 of this procedure shall apply to sole source purchases, except where otherwise amended by the conditions contained in clause 12.1.

12.3 Upon approval, the Superintendent of Business, or designate, shall issue a purchase order, contract or agreement to the vendor as may be applicable.

13.0 Blanket Purchases

13.1 Blanket purchases may be utilized in cases where the repetitive acquisition of specific goods or services is anticipated in advance of a certain time period, where the actual demand is unknown at the outset and where the specific goods or services are to be acquired as the need arises.

13.2 Blanket purchases shall comply with all of the requirements of the Purchasing Procedure.

13.3 For the purposes of determining approval authority under section 3.0 of this procedure for blanket purchases, an estimated demand and associated cost, not including GST, is to be identified in advance of the purchase.

13.4 Upon approval, the Superintendent of Business, or designate, shall issue a blanket purchase order, contract or agreement to the vendor as may be applicable.

14.0 Evaluation of Submissions

14.1 Submissions will be automatically rejected if they contain any irregularities as follows:

- a) Late submissions, noting that they are to be returned unopened to the bidder.
- b) Unsealed envelopes.
- c) Lack of a bid bond or other financial security as may be required.
- d) Submissions completed or signed in an erasable medium.
- e) Incomplete submissions unless, in the opinion of the Superintendent of Business, or designate, the omission is minor and does not affect the order of the bids.
- f) Changes to the submitted documents which are not initialed unless, in the opinion of the Superintendent of Business, or designate, the changes are minor and do not affect the order of the bids.

- g) Submissions on other than the required Board forms as may be stipulated.
 - h) Submissions where all addenda have not been acknowledged.
 - i) Submissions qualified or otherwise restricted beyond the terms set out by the Board, unless in the opinion of the Superintendent of Business, or designate, the qualification or restriction is not significant and does not affect the order of the bids.
- 14.2 Bidders will be given 48 hours from the time of notification to correct, initial and return submissions if they contain any irregularities as follows:
- a) Obvious minor mathematical or clerical errors.
 - b) Missing corporate seal or signature.
- 14.3 Where two or more equal bids are received, the names of the tied bidders will be written on a piece of paper, placed into a suitable container and one piece of paper shall be drawn randomly from the container by the Superintendent of Business, or designate. The tender shall be awarded to the bidder whose name appears on the piece of paper drawn. The tied bidders shall be invited to attend the draw at their discretion. The Board of Trustees shall also be invited to attend. The Superintendent of Business, or designate, shall ensure that there are at least two witnesses to the draw, consisting of either Board Trustees or Board employees or both.
- 14.4 Where less than three bids are received, actions may be considered as follows:
- a) Where in the opinion of the Superintendent of Business, or designate, that additional bids could be secured, the received bids shall be returned unopened to the bidders and the bid process may be undertaken again in a manner so as to encourage additional submissions.
 - b) Where in the opinion of the Superintendent of Business, or designate, that additional bids are unlikely to be secured or that timing or other factors make it in the Board's interest not to repeat the bid process, the bid(s) received may be opened and considered.
 - c) Where in the opinion of the Superintendent of Business, or designate, that it is in the Board's interest to so do, the bid process may be abandoned entirely.
- 14.5 Where all of the bids received are deemed unacceptable by the Superintendent of Business, or designate, for reasons that all of the bids exceed budget or all of the bids do not represent fair value or all of the bids do not meet the Board's stipulated requirements, actions may be considered as follows:
- a) Where in the opinion of the Superintendent of Business, or designate, that additional bids could be secured or that an acceptable bid may be otherwise obtained, the bid process may be undertaken again in a manner so as to encourage additional or revised submissions acceptable to the Board.
 - b) Where in the opinion of the Superintendent of Business, or designate, that additional bids are unlikely to be secured or that timing or other factors make it in the Board's interest not to repeat the bid process, negotiations may be commenced with the lowest bidder, only upon approval of the

Board of Trustees or Director of Education, as may be applicable, in order to secure agreement on changes to the submission that would be consistent with the general intent of the bid solicitation and that would result in an acceptable bid.

- c) Where in the opinion of the Superintendent of Business, or designate, that it is in the Board's interest to so do, the bid process may be abandoned entirely.

- 14.6 Notwithstanding anything else contained in this Procedure, the Superintendent of Business, or designate, may at any time abandon the bid process up to the time of awarding the bid.

15.0 Risk Management and Insurance Requirements

- 15.1 Superintendents, or designates, are responsible for ensuring that all risk management and insurance considerations are appropriately addressed prior to processing any purchase requisition for which they have budget responsibility.
- 15.2 Superintendents, or designates, shall consult with the Manager of Risk Management on all risk management, health and safety matters and shall obtain sign-off from the Manager as may be required.
- 15.3 Superintendents, or designates, in consultation with the Manager of Risk Management, shall ensure the following:
 - a) That the selected vendor is knowledgeable with all of the requirements of the Occupational Health and Safety Act and that the vendor is committed to complying with all of the requirements of the Act.
 - b) That the selected vendor shall be held responsible for any and all violations of the Occupational Health and Safety Act and shall indemnify and hold harmless the Board for any and all violations of the Act.
 - c) That the selected vendor shall submit a Certificate of Clearance from the Workplace Safety and Insurance Board prior to commencing any work.
- 15.4 Superintendents, or designates, shall consult with the Coordinator of Policy Development on all insurance matters and shall obtain sign-off from the Coordinator as may be required.
- 15.5 Superintendents, or designates, in consultation with the Coordinator of Policy Development, shall ensure the following:
 - a) That the selected vendor provides written confirmation of insurance prior to commencing any work.
 - b) That the Board be named as an additional insured in the vendor's insurance policy and that the policy contains a cross-liability and separation clause.
 - c) That the minimum insurance amounts to be provided by the vendor shall be \$2 Million for general liability, automobile liability, professional errors and omissions liability, fire and theft liability and \$5 Million for

environmental pollution liability, with increased amounts being required where deemed appropriate by the Coordinator of Policy Development.

- d) That the vendor's insurance policy shall not be altered in any way or cancelled without written notification by registered mail to the Board by the vendor to be received at least thirty (30) calendar days in advance of the alteration or cancellation.

16.0 Vendor Requirements

- 16.1 The Superintendent of Business, or designate, shall establish and maintain a documented inventory of vendors and the inventory shall be utilized to identify vendors eligible to undertake work or provide services for the Board.
- 16.2 The Superintendent of Business, or designate, shall establish and maintain a documented contracted services program to ensure that all contractors retained by the Board meet minimum health, safety, security, insurance and procedural requirements as stipulated by the Board.
- 16.3 The Superintendent of Business, or designate, shall establish and maintain a documented vendor performance management program.
- 16.4 If in the opinion of any Superintendent, or designate, that the documented past performance or non-performance by a vendor is contrary to Board requirements, then that Superintendent may deem such vendor ineligible for a period of up to two years from undertaking any Board work. Before being deemed ineligible, a vendor will be provided an opportunity to address the matter of performance. If evidence is provided to the satisfaction of the applicable Superintendent, the vendor may not be deemed ineligible.
- 16.5 In addition to the circumstances set out in section 16.4, a vendor will be deemed ineligible to undertake any work or provide any services for the Board due to any of the following:
 - a) If a vendor intentionally and knowingly fails to comply with the requirements of the Purchasing Policy or Purchasing Procedure.
 - b) If a vendor is engaged directly or indirectly in any actual, pending, or threatened suits, actions, litigation proceedings, arbitrations, alternative dispute resolutions, investigations or claims by or against or otherwise involving the Board, its Trustees, or its employees. The vendor may also be required, at the discretion of the Board, to sign a certificate in a form satisfactory to the Board confirming that the vendor is not associated with any entity involved in any claim or claims with the Board, its Trustees, or its employees.
- 16.6 A vendor will be deemed ineligible to provide the Board with school apparel if the vendor is unable to comply with the requirements of the Board's Sweatshop Free Purchasing Policy.

17.0 Disposal of Assets

The Superintendent of Business and his/her delegates shall be solely authorized to dispose of any and all Board assets. The following process shall be followed in disposing of any Board asset:

- 17.1 Superintendents, or designates, shall identify assets from which suitable benefit can no longer be derived or which are deemed surplus, obsolete or beyond repair and are to advise the Superintendent of Business, or designate, accordingly on, at minimum, an annual basis.
- 17.2 The Superintendent of Business, or designate, is authorized to arrange for the appropriate disposal of any assets which are deemed obsolete or beyond repair.
- 17.3 The Superintendent of Business, or designate, shall maintain a list of surplus assets and shall circulate such list, on or about May of each year, to all Superintendents, School Principals, School Council Chairs and Parishes, who may request the retention of specific assets. The distribution of any such requested assets shall be at the sole discretion of the Superintendent of Business, or designate.
- 17.4 After the actions pursuant to clause 17.3, the Superintendent of Business, or designate, is authorized to dispose of any remaining surplus assets through auction, public sale or by other appropriate means. Consideration may be given to the donation of surplus assets to educational, charitable or other community agencies, upon the approval of the Director of Education.
- 17.5 Board Trustees or Board employees shall not be permitted to purchase or otherwise acquire any assets to be disposed by the Board, unless such purchase or acquisition is made in accordance with the purchasing policy and procedure.

18.0 General Requirements

- 18.1 Superintendents, or designates, are responsible for preparing, signing and submitting to the Superintendent of Business, or designate, any and all required forms, specifications and other documents necessary to process any purchase requisition for which they have budget responsibility.
- 18.2 Superintendents, or designates, are responsible for ensuring that appropriate bid bonds, performance bonds or labour and material payment bonds are submitted where deemed appropriate to protect the interests of the Board. It is noted that other forms of financial security may be specified for these purposes in lieu of bonds, including certified cheques, bank drafts and irrevocable letters of credit.
- 18.3 A bid bond or other specified financial security shall be required and included in the bid submission envelope for all construction projects, maintenance projects, demolition projects and for other work or services where deemed appropriate by the applicable Superintendent, or designates.

- 18.4 In accordance with established Federal and Provincial legislation, preference shall not be given to local vendors in the acquisition of goods or services by the Board.
- 18.5 A division or adjustment of the quantity or price of goods or services shall not be undertaken in order to circumvent the provisions of the Purchasing Policy or Procedure.
- 18.6 If an arrangement for the acquisition of good or services extends beyond the term of the current Board of Trustees, then provisions shall be made to mitigate any potential impacts in the event that the future Board of Trustees approves to discontinue funding or approves to terminate the arrangement.
- 18.7 Board Trustees or Board employees shall not undertake any action that would provide an unfair advantage or disadvantage to any vendor in the administration of any provision of the Purchasing Policy or Procedure.
- 18.8 A conflict of interest exists when a trustee, employee, or parent volunteer will derive a direct or indirect pecuniary benefit by influencing a decision or outcome. Trustees, employees and parent volunteers shall abide by the provisions of the Board's code of ethics/conflict of interest policies. A trustee, employee, or parent volunteer with a conflict of interest may not participate in the purchasing process except where they declare a conflict publicly to the Board, participate in a competitive bidding process, and abstain from influencing the process or selection in any manner.

APPROVAL FORM
TENDER / REQUEST FOR PROPOSAL

DATE: _____

TO: Manager of Payroll/Purchasing

FROM: (Name) _____

(Dept.) _____

TYPE: (Check One) Tender _____ Request For Proposal _____

DESCRIPTION OF WORK/SERVICES/EQUIPMENT/MATERIALS:

TENDER / RFP CLOSING DATE: _____

DOCUMENTS AVAILABLE ON: _____

ESTIMATED COST: _____

SUFFICIENT BUDGET FUNDS: Yes _____ No _____

Available Amount _____

ACCOUNT NO: _____

BID BOND AMOUNT: _____

LIABILITY INSURANCE AMOUNT: \$2,000,000

ADVERTISE: Windsor Star (Check one): Yes _____ No _____

Other (specify) _____

ADVERTISEMENT DATE: _____

SIGNED: _____
Superintendent of Requesting Department Superintendent of Business