

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**PURCHASING**

**6.340**

**POLICY**

The Board believes that the existence of a uniform purchasing policy will contribute to greater efficiency in the acquisition of goods and services and improve accountability at all levels of the organization. It is expected that every attempt will be made to obtain goods and services at the lowest possible price consistent with quality.

**GUIDELINES**

1. All school district purchases for goods and services must be properly authorized by the principal or supervisor that is responsible for the funds used for the purchase, using the prescribed purchase order form.
2. Orders must be made in the most economical quantities taking in account the total needs for the school year.
3. A receiving report must be prepared by the department that issued the purchase order for any goods when they are delivered.
4. School/department inventory lists must be updated for any equipment that is delivered before it is put into use.

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**Schedule 1**

**PURCHASING OF SUPPLIES AND EQUIPMENT**

The requirements for written quotes or tenders for the purchase of supplies and equipment are as follows:

<b>Procurement Method</b>	<b>Total Value (CDN**) of Procurement before taxes</b>	<b>Means of Procurement</b>	<b>Purchase Order ("PO") Approval Authority</b>
Competitive Prices - Recommended	\$0 - \$2,000	PO / Purchasing Card (p-card)	Administrator or Supervisor
Competitive Bids Required	Over \$2,000 - \$100,000	PO - Buyer must obtain a minimum of 2 competitive quotes unless single source supplier	Secretary-Treasurer
Open Competition Required	Over \$100,000 - \$249,999	Request for Quotation ("RFQ"), Request for Tender ("RFT") or Request for Proposal ("RFP") and PO - Buyer must obtain a minimum of 3 competitive quotes unless single source supplier	Superintendent
Open Competition Required	Over \$250,000	Public RFQ/RFT/RFP and PO- Buyer must obtain a minimum of 3 competitive quotes unless single source supplier	Board of Education

At the discretion of the Secretary-Treasurer, exceptions may be made to the calling for tenders when local service is a factor or when standardization is desirable.

The contract will normally be placed with the lowest bidder provided that the bid is within the approved estimate and the bidder is the most competitive for the specifications and criteria.

Appropriate specifications designed to provide as wide a selection as possible among competing items shall be drawn up and revised as circumstances require.

If the recommended bid is in excess of the approved estimate for the purchase by more than 10%, the purchase must be approved by the authority.

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**Schedule 2**

**TENDERING FOR MAINTENANCE AND RENOVATION PROJECTS**

The requirements for written quotes or tenders for maintenance or renovation projects which are not undertaken by district employees are as follows:

<b>Procurement Method</b>	<b>Total Value (CDN**) of Procurement before taxes</b>	<b>Means of Procurement</b>	<b>Purchase Order ("PO") Approval Authority</b>
Competitive Prices - Recommended	\$0-\$2,000	Purchase Order ("PO")	Administrator, Supervisor or Assistant Secretary Treasurer
Competitive Bids Required	Over \$2,000 - \$100,000	PO - Buyer must obtain a minimum of 2 competitive quotes unless single source supplier	Secretary-Treasurer
Open Competition Required	Over \$100,000-\$249,999	Request for Quotation ("RFQ"), Request for Tender ("RFT") or Request for Proposal ("RFP") and PO - Buyer must obtain a minimum of 2 competitive quotes unless single source supplier	Superintendent
Open Competition Required	Over \$250,000	Public RFQ/RFT/RFP and PO- Buyer must obtain a minimum of 2 competitive quotes unless single source supplier	Board of Education

Specifications and/or drawings shall be prepared where appropriate. Requirements of the BC School District Facility Plan and Capital Asset Management Framework shall be considered.

At the discretion of the Secretary-Treasurer, exceptions may be made to the calling for tenders when local service is a factor or when standardization is desirable.

The contract will normally be placed with the lowest bidder provided that the bid is within the approved estimate and the bidder is the most competitive for the specifications and criteria.

In emergent circumstances, the Secretary-Treasurer may approve maintenance work to be done by contractors, regardless of the amount, and if the scope or project definition cannot be strictly defined or calculated. The Secretary Treasurer must report on this approval to the Board of Education at their next meeting.

- Amended: February 28, 2023
  - Amended: June 22, 2021
  - Amended: May 17, 2016
  - Amended: February 18, 2014
  - Adopted: January 20, 1998
  - Amended: August 25, 1998
  - Amended: January 19, 1999
  - Amended: February 18, 2014
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