



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670
<http://www.scdsb.edu.on.ca>

BOARD REGULATION BR110

PURCHASING OF FURNITURE, EQUIPMENT, SUPPLIES AND SERVICES

PREAMBLE

The Sudbury Catholic District School Board has a responsibility to its ratepayers and to the public in general to provide for the purchase and/or lease of the best quality furniture, equipment, supplies, and services that can be afforded, from the most reliable sources available, at the best possible price.

The Board believes that this responsibility can best be met by purchasing and/or leasing whenever possible and practical through a process of competitive bidding involving either tender calls, or requests for quotations or through a process of negotiations where it is deemed to be in the best interest of the Board as determined by the Superintendent of Business and Finance or designate.

REGULATIONS

1. Tenders shall be called and/or price quotations obtained by the Superintendent of Business and Finance, Corporate Services or designate.
 - a. If the estimated cost per item within a general classification of goods is in excess of \$15,000, publicly advertised tender calls shall be placed in the appropriate local newspapers and/or in at least one newspaper with provincial circulation.
 - b. If the estimated cost per item within a general classification of goods is in excess of \$4,000 and less than \$15,000, a minimum of three written quotations shall be obtained from a "Supplier's List".
 - c. If the estimated cost per item within a general classification of goods is in excess of \$1,000 and less than \$4,000, a minimum of two verbal quotations shall be obtained from a "Supplier's List".
 - d. If the estimated cost per item within a general classification of goods is less than \$1,000, a minimum of one verbal quotation shall be obtained from a "Supplier's List".
 - e. Notwithstanding b), c) and d) above, the Superintendent of Business and Finance or designate may use the publicly advertised tender process whenever he/she judges it to be in the best interest of the Board to do so.
 - f. Notwithstanding a), b), c) and d) above, the Superintendent of Business and Finance or designate will have the discretion of purchasing any item which is being offered well below the going price.
2. The procedure for the calling of sealed tenders established for the Board shall be followed insofar as possible and practical. Tenders established for the Board shall be awarded and approved as per the Board Purchasing Guidelines.

BOARD REGULATION BR110

3. Bulk purchasing will be done as much as possible in order to take full advantage of quantity discounts.
4. The Superintendent of Business and Finance or designate will prepare and maintain a "Supplier's List" and will have the authority to disqualify unreliable suppliers from receiving any business from the Board for a stated period of time. Any supplier wishing to sell their products and/or services to the Board will be requested to inform the Superintendent of Business and Finance or designate in writing.
5. All things being equal, preference in purchases will be given to local suppliers.
6. Employees and members of the Board shall not have a pecuniary interest either directly or indirectly in any contract awarded by the Board or by a purchasing agent on behalf of the Board or in any sales of goods and services to the Board unless otherwise authorized by the Board.
7. Where deemed to be in the best interest of the Board, the Superintendent of Business and Finance or designate, in consultation with the Chairperson of the Board and the Director of Education; shall have the authority to negotiate the purchase of supplies, services and equipment that normally would fall into the tendering or quotation process. The Superintendent of Business and Finance shall then report to the Board.

Monitoring:

Methods:

Frequency:

Approval Date: April 3, 2007

Effective Date: April 3, 2007

Last Review Date: September 18, 2007

Revised: September 18, 2007

Signature of Chairperson of the Board: _____

Signature of the Secretary of the Board: _____