

BOARD / OPERATIONAL

Equipment Purchasing G40

PREAMBLE

The purpose of the Purchasing Policy is: to ensure value-for-money control over the purchase of goods, services and construction and to outline administrative procedures to effect public tendering as well as provide general guidance in the purchasing for the College from outside parties. The College will abide by the terms of the NewWest Partnership Agreement agreed to by the Government of Saskatchewan.

POLICY

1. *Competitive Bidding*

- 1.1 The College will purchase through competitive buying practices with minimum tendering requirements as specified below.
- 1.2 Comparative Pricing – suppliers of all purchases between \$1,000 and \$10,000 are determined by comparing same or similar products.
- 1.3 Written Quotations requires a minimum of three vendors when possible to submit written quotations upon request of purchasing. Such requests are not advertised and are not opened publicly. Written quotations shall be obtained when:
 - ◆ the value of the purchase is expected to be \$10,000-\$74,999;
 - ◆ wherein the Board or the administration deems a written quotation to be in the best interest of the College.

2. *Sources of Supply*

- 2.1 The College shall endeavor to ensure that as many suppliers, including local suppliers, are given the opportunity to quote on College business. The College shall attempt to obtain a minimum of three quotations. The College staff is to avoid specifying exclusive products and to provide for equivalents and/or approved alternate where practical.
- 2.2 Where, in the opinion of the College, no competitive supply market exists, the College purchasing practices may employ such value analysis and negotiation methods the College deems appropriate for obtaining acceptable materials at the lowest possible price.

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3. ***Evaluating Bids***

- 3.1 In all cases, the College reserves the right to refuse any or all tenders or bids where the College deems it to be in the best interest of the College to do so.
- 3.2 Where the College decides to accept a bid, it shall accept the lowest qualified tender or bid meeting its specifications, unless the tender document set out additional and/or other acceptance criteria.

4. ***Withdrawing Bids***

- 4.1 Any tender or bid may be withdrawn prior to the close of tenders or bids.
- 4.2 After the close of tenders or bids, the tender or bid may be withdrawn only where permitted by law, or where authorized by College administration for tenders or bids up to \$25,000 and by the Board with respect to tenders or bids over \$25,000.

5. ***Awarding Contracts***

- 5.1 The College administration shall award all contracts where funds have been provided in the approved budget and the contract is to be awarded to the lowest qualified bidder meeting specifications. The Board shall award contracts where the College administration recommends awarding the contract to other than the lowest qualified bidder meeting specifications, where the lowest recommended bid would exceed the approved budget, or where funds have not been provided in the approved budget or where a contract award is of a controversial nature.

6. ***Specifications***

- 6.1 College administration shall be responsible for preparing specifications and any changes thereto.

7. ***Confidentiality of Information***

- 7.1 College staff will not divulge the names or numbers of bidders prior to the closing of tenders or bids.

8. ***Conflict of Interest***

- 8.1 No College employee or Board member shall place himself/herself or another in a position of obligation to a supplier.

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9. ***Personal Purchases***

- 9.1 The College's purchasing process, forms and services shall not be used by College Board and staff for personal purchases except in cases where arrangements have been made with the vendor and the College.

10. ***Conflicts***

- 10.1 In the event there is a conflict between this policy and the tender documents, the provisions of the tender documents shall govern.
- 10.2 In the event there is a conflict between this policy and the purchasing agreement that governs municipalities, universities, schools and hospitals, the provisions of the Municipalities, Academic Institutions, School Boards, Health Sector (MASH) Agreement shall govern.
- 10.3 In the event there is a conflict between this policy and the provincial act governing Regional Colleges, the provincial statute shall govern.