

TENDERING/BIDDING PROCEDURES

1. Competitive tenders or quotations shall be solicited in connection with all purchasing whenever possible. Tenders/contracts shall be awarded to the qualified bidder with the lowest cost, provided that the bidder complies with specifications and with other stipulated bidding conditions.
2. As Winnipeg area school divisions have undertaken joint tenders on behalf of all or some divisions and intend to pursue this practice on an ongoing basis, it shall be recognized that the Division will participate in certain tenders and will assign authority to award tenders to the Purchasing Committee having representation from said Winnipeg area divisions.
3. All expenditures for the provision of goods and/or services exceeding the limit established by legislation or Manitoba Regulation shall be subject to public tender. It shall be recognized that exceptions to this policy may be made as follows:
 - Where the goods or services are available only from one supplier;
 - Where compatibility with existing equipment or systems is necessary; and
 - When an emergency situation is deemed to prevail.
4. A file shall be developed for every tender and will contain at least the following:
 - General and specific conditions of the tender;
 - Tender forms submitted by tenderers,
 - A recapitulation of tenders;
 - A report containing a description of the deliberations of those persons reviewing tenders and determining the tender award, said report to detail any unusual factors influencing the award.
5. Tender advertisement may be in the form of web posting on the divisional web site or any other form as determined by the Division from time to time.

All tender advertisements shall be over the name and title of the Secretary-Treasurer or designate. Where information regarding specifications or any other than the aforementioned may be required by the bidders, a school division contact name shall be contained in the public advertisement.

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6. When a department other than the Secretary-Treasurer's has occasion to tender any of its requirements, all documents (general conditions, specifications, drawing, bid sheets) related to such tenders shall be referred to the Secretary-Treasurer or designate for scrutiny and approval prior to the tender advertisement.

7. A statement of "General Conditions" shall be included with all specifications submitted to suppliers for tenders.

8. Opportunity shall be provided to all qualified suppliers to respond to Division tenders. Lists of potential suppliers for the various types of materials, equipment, and services shall be developed and maintained. Such supplier lists shall be used in the development of a mailing list for distribution of specifications and tenders. Any supplier may be included in the list upon request.

Notification of tender shall be posted on the Division web site providing information on the type of tender, closing date, and name of the contact person to obtain a copy of the tender.

9. The following tenders shall be presented to the Board for approval:

- Audit
- Legal
- Banking
- Lease Agreements
- Sale of Land
- Contracted Construction Projects (Non PSFB Funded)
- Multi-Year Service Contracts (Transportation, Systems)

10. Tenders or quotations shall be required for but not limited to the following, subject to paragraph 17:

- Computer Equipment
- Custodial Supplies
- Lamps & Bulbs
- Refuse Removal
- School Buses
- Photocopier Paper
- Program Supplies and Equipment as determined periodically
- Furniture and Office Supplies

11. Where tenders require approval between the date of the last board meeting in June and the first board

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meeting in September, such tenders may approved as follows with a report of such approvals to be submitted to the Finance and Planning Committee each September.

a. Building Tenders

The Superintendent, Assistant Superintendent - Divisional Support Services and Facilities, and Chair of the Board are authorized to approve tenders for buildings during the time period set out above.

b. All Tenders Other than Buildings

The Superintendent, Secretary-Treasurer or Associate Secretary-Treasurer, and Chair of the Board are authorized to approve all tenders other than for buildings during the time period set out above.

12. Purchase of goods and/or services may not be divided into multiple purchase orders in order to circumvent the requirement for a quotation or tender.

13. For supplies and services where a tender or request for proposal is not practical due to purchasing patterns, the following procedures should apply:

Annually each Department will contact a minimum of three vendors for the supply or service and attempt to negotiate a reduced rate for the following year. These vendors are to be used alternately throughout the year.

Examples of supplies and services are:

- Electrical Supplies
- Flooring
- Plumbing Supplies
- Snow Removal
- Glass Repair

14. Upon request, and in compliance with The Freedom of Information and Privacy Act, information respecting the amount of an awarded tender shall be divulged to unsuccessful tenderers. Information on amounts of tenders not accepted will not be given to any tenderer.

15. No board member, officer or employee of the Division shall accept any gratuities, other than token items, financial or otherwise, from any supplier of materials or services to the Division.

16. Where goods and/or services are not tendered and are anticipated to have a **total** value of \$10,000.00 or greater but less than the limit required by legislation or Manitoba Regulation, formal written quotations shall be obtained from a standing list of qualified vendors. Wherever possible, a minimum of three quotations should be obtained.

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17. For non-tendered items, each school/department shall be responsible for initiating orders by preparing purchase orders.

19. The following must be forwarded to and retained by the Secretary-Treasurer's Department:

- Copy of all quotations
- Copy of award letter
- Rationale for the award
- Purchase order reference number

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