



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	Purchasing	May 4, 1998
POLICY NAME:	Purchasing Procedures	LAST REVISED:
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1. OBJECTIVE

The objective of this procedure is to ensure the minimum requirements necessary for financial control while minimizing financial risk for the Wellington Catholic District School Board and to give guidance on the procurement of goods and services.

2. CODE OF ETHICS

The Purchasing Department will co-ordinate the procurement of goods and services for the Wellington Catholic District School Board in an ethical, professional and accountable manner and will be guided by the Procurement Code of Ethics APP.A.FM.I.1.

3. DEFINITIONS

Authority- the legal right to conduct the tasks outlined in this Purchasing Procedure as directed and delegated by the Director of Education to the Superintendent of Corporate Services and subsequently to the Assistant Superintendent of Corporate Services and finally to the Procurement Officer.

Bid - an offer or submission received from a vendor in response to a request, which offer or submission may be accepted or rejected.

Blanket Purchase Order - an annual Purchase Order issued by authorized locations to cover repetitive purchases of goods and services where the exact quantity may be unknown, and to process payments under a contract.

Competitive Process - the process by which vendors are given an equal opportunity to compete for Board business in a fair and equitable manner – may be “invitational” to select vendors or “open” to all who wish to bid.

Consultant – A person or entity that under an agreement other than an employment agreement provides expert or strategic advice for consideration and decision making.

Consulting Services – The provision of expertise and strategic advice that is presented for consideration and decision making.

Department Administrator - the individual deemed responsible for the departmental/ school budget to be charged for a supply/service, including school Principals.

Preferred Vendor - a vendor whose reputation, past performance, business and financial capabilities are such that the vendor would be judged as capable of satisfying the Board's needs for a specific item/service.

Prequalified Vendor – a vendor who has responded to a RFSQ in anticipation of expected future needs or a narrowed field of vendors specifically qualified for an immediate need.

Procurement - the identification and recognition of the need for goods and services used by the various operations of the Wellington Catholic District School Board. The Procurement Officer is the primary contact between the Wellington Catholic District School Board and the supplier in the procurement of goods.

Purchasing Card - a charge card approved by the Board that can be used by authorized employees of the Board to purchase low dollar value items **(Refer to R.FM.I.2)**.

Purchase Order - the legal document which is the Board's commitment to the supplier for the purchase of goods and/or services at an agreed upon price, terms, conditions and delivery date.

Request For Information (RFI) - a process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services. A response to an RFI will not pre-qualify a potential supplier or influence their chances of being the successful proponent on a subsequent opportunity.

Request For Proposal (RFP) - is a process where a need is identified but how it will be achieved is unknown at the outset. This process allows vendors to propose solutions and submit pricing.

Request For Quotation (RFQ) – a written or verbal request for pricing on goods and/or services usually in competition with other vendors.

Request For Supplier Qualification (RFSQ) – a request for information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate need or to identify qualified suppliers in advance of future needs.

Request For Tender (RFT) is a formal written request for price submissions normally accompanied by generic descriptions, performance specifications and specific terms and conditions of supply. A request for tender may be sent to selected potential sources of supply based on suppliers' capabilities or advertised publicly.

Requisition is a request for goods and/or services initiated by staff, approved and electronically transmitted to Purchasing for transition to Purchase Order.

Vendor of Record is a procurement arrangement that authorizes the Board to select from one or more pre-qualified vendor(s), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement.

4. PROCUREMENT PROCEDURES AND PRACTICES

4.1 Approval Authority levels for goods and non consulting services are outlined as follows:

Procurement Officer/Budget Holder: \$0 - \$100,000.00

Assistant Superintendent of Corporate Services: \$100,001.00 - \$500,000.00

Superintendent of Corporate Services & Treasurer: >\$500,001.00 - \$1,000,000.00

Board of Trustees: +\$1,000,000.00

Approval Authority levels for consulting services are outlined as follows:

Procurement Officer/Budget Holder: \$0 - \$100,000.00

Assistant Superintendent of Corporate Services: \$100,001.00 - \$500,000.00

Superintendent of Corporate Services & Treasurer: >\$500,001.00 - \$1,000,000.00

Board of Trustees: +\$1,000,000.00

- 4.2 The Procurement Officer will be responsible for carrying out all administrative duties connected with the normal purchasing functions. The make, model, colour or size of product will not be altered from that requested without consultation with the originator. The recommended supplier; however, may be changed at the discretion of the Procurement Officer.
- 4.3 All requests for goods and services are to be authorized by the employee having budget responsibility for the account to be charged. Where the purchase of goods and/or services has been authorized in accordance with this Procedure, the purchase order forming part of the contract to purchase shall be executed on behalf of the Board by the Procurement Officer. The Procurement Officer, acting on behalf of or in consultation with Principals and/or Board Administrators, will authorize the issuance of Requests for Quotation for pricing, bid documents and contractual commitments
- 4.4 Orders initiated without using an approved purchasing procedure are considered unauthorized purchases and will remain the obligation of the person, school or department that initiated the purchase. Any invoices received for unauthorized purchases will be returned to the person, school or department who initiated the order and the Board will not pay for such invoices. Payment for these invoices will require the approval of the Assistant Superintendent of Corporate Services or designate.
- 4.5 With the exception of items listed in 4.5.1 and 4.5.2, the Procurement Officer shall be responsible for the procurement of goods and services required for the Board's operations including operational supplies, school supplies, major and minor equipment, parts and accessories.
- 4.5.1 Subject to the Purchasing Procedures, the Board reserves the right to specifically approve purchases in the following categories:
- a) land purchases
 - b) contracts for major construction projects
 - c) employee group insurance benefits
 - d) the general insurance portfolio
 - e) pupil transportation
 - f) professional services
- 4.5.2 Subject to the Purchasing Procedures, Department Administrators, in conjunction with the Procurement Officer, may authorize purchases in the following areas:
- a) computers
 - b) minor construction, maintenance, minor facility repairs and service contracts
 - c) specialty instructional equipment
- 4.6 Segregation of duties will be as follows:
- Requisition of Goods/Services – Employee requesting the goods or service at the site.
 - Budget Authorization – Department Administrator with budget authority or as noted in above Approval Authority Levels
 - Commitment – Procurement Officer
 - Receipt – Originator of Request at Site
 - Payment – Accounts Payable Department
- 4.7 Methods of Purchasing:
- **Purchase Order:** Initial request is approved by the Site Administrator/Principal responsible for the budget. A requisition is electronically transmitted to Purchasing for approval by the Procurement Officer (up to \$100,000.00) and transition to Purchase Order.

Once goods have been received in the financial management system by the receiving Department, the invoice will be paid by the Accounts Payable Department.

- Purchasing Card: Authorized Card holder completes Monthly Purchasing Card Envelope detailing individual purchases and their respective account numbers; Each cardholder will receive a monthly statement and will be responsible for reconciliation of their statement on a monthly basis in a timely manner (see Purchasing Procedures P.FM.I.2 and R.FM.I.2). Site Administrator/Principal responsible for the budget authorizes purchases by initialing Purchasing Card Envelope and submits to Accounts Payable for payment.
 - Online Ordering - Online ordering is permitted with certain vendors under contract with the Board in order to facilitate the ordering process, provided orders are approved by the Procurement Officer prior to their submission. An account number must be entered on the online form as approved by the Site Administrator. Once online orders have been received by a site, the packing slip must be initialed by the originator acknowledging receipt and forwarded to Accounts Payable for reconciliation with the resulting invoice for payment.
- 4.8 The purchase of goods and/or services shall not be authorized unless:
- The required goods and/or services have been requisitioned in accordance with the Board's Purchasing Procedure outlined herein;
 - A method of purchase permitted by the Board's purchasing procedure is used;
 - The form and content of all documents forming any part of the purchase contract be reviewed by the Procurement Officer;
 - The purchase has been approved by the appropriate level of authority (See Section 4.1)
- 4.9 Where bids are received in response to a bid solicitation but exceed project estimates, the Department Administrator and Procurement Officer may enter into negotiations with the lowest responsible and responsive bidder to achieve an acceptable bid within the project estimate. When the negotiations result in a contract price acceptable to both parties, no rebidding of the project is necessary and the Contract is awarded at the negotiated price unless otherwise indicated in the tender documents.
- 4.10 If a tender/proposal has been awarded to the successful bidder and the successful bidder fails to enter into a contract, the Procurement Officer shall be granted the authority to proceed to the next lowest bidder for the award of this contract providing there are no irregularities; requirements remain unchanged, within budget.
- 4.11 A list of preferred vendors will be maintained by the Procurement Officer. A Vendor Information Form will be available online for firms interested in being placed on the Board's Preferred Vendor List. A firm may be removed from the list if no interest is shown in the Board's requirements over a consecutive two year period or as a result of unacceptable performance. Suppliers may be pre-qualified for an immediate or potential future need through the use of a Request for Supplier Qualification (RFSQ). Pre-qualified supplier lists may then be used as part of a 2 step procurement process; whereby only pre-qualified suppliers will be invited to respond to the actual competition. Preferred Vendor and Pre-qualified Supplier Lists do not guarantee that suppliers will receive business with the Board.
- 4.12 All material and equipment to be purchased must conform to the Provincial, Federal, CSA and the standards established by the Board's resource staff, in order to ensure consistency and compatibility with existing materials and equipment.
- 4.13 All goods purchased that meet the criteria for capitalization under Policy P.FM.G.4 shall be recorded as such on the Purchase Order system.
- 4.14 Any purchases of a capital nature being funded through school generated funds must be reported to the Purchasing department prior to ordering. This information must be recorded for inventory/capitalization purposes.
- 4.15 Contracts resulting from a Board procurement process will be managed responsibly and effectively including clear terms of reference including objectives, background, scope, tangible deliverables, timing, progress reporting, approval requirements, supplier performance, payment terms. Where an immediate need exists for goods or services, an interim Purchase Order may be used until such time as a contract is finalized.

4.16 All IT purchases, including but not limited to: Hardware, Software, Mobile Devices, Air Time, E-Readers etc. MUST be approved through the I.T. Department prior to a purchase being made. This does not supercede procurement approval.

5. COMPETITIVE BIDDING THRESHOLDS FOR GOODS AND NON CONSULTING SERVICES :

No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.

5.1 DOLLAR VALUES BETWEEN \$0.00 - \$100.00

The recommended method of purchasing goods and/or services having a value of up to \$100.00 per total transaction which are not covered by a blanket purchase order is via Petty Cash as set out in Finance Policy P.FM.I.3 or, for authorized individuals, by Purchasing Card in accordance with Purchasing Card Procedures P.FM.I.2 and R.FM.I.2.

5.2 DOLLAR VALUES BETWEEN \$101.00 - \$4,999.99

For purchases having an estimated value under \$4,999.99, formal competitive quotations are not required. Prices may be obtained verbally from a vendor, which has proven in a competitive situation to offer the most favourable price consistent with reliability, delivery and service requirement. The market is to be surveyed periodically in order to confirm that suppliers are in fact providing competitive prices and a competitive service. Where this is not confirmed, prices are to be solicited in accordance with below.

5.3 DOLLAR VALUES BETWEEN \$5,000.00 - \$9,999.99

For purchases having an estimated value between \$5,000.00 - \$9,999.99. Three verbal quotations are to be obtained and kept on file with the Purchase Order. In some circumstances, prices may be obtained verbally from a vendor, which has proven in a competitive situation to offer the most favourable price consistent with reliability, delivery and service requirement. The market is to be surveyed periodically in order to confirm that suppliers are in fact providing competitive prices and a competitive service. Where this is not confirmed, prices are to be solicited in accordance with below.

5.4 DOLLAR VALUES BETWEEN \$10,000.00 - \$49,999.99

For purchases having an estimated value of between \$10,000.00 and \$49,999.99, a competitive process will be used. This process may be handled by the originating department or by the Procurement Officer. At least three (3) written quotations shall be obtained from those vendors registered in the Board's preferred vendor file or by any other vendor known to provide the required goods and/or services and kept on file with resulting Purchase Order.

5.5 DOLLAR VALUES BETWEEN \$50,000.00 - \$99,999.99

For purchases having an estimated value greater than \$50,000.00 but less than \$99,999.99, the Procurement Officer in conjunction with the originator of the request will consider the following procurement methods:

- RFQ – in some circumstances, 3 written quotations may be requested and awarded to the lowest price quoted.
- RFT – where the required goods or services can be specified, a Request for Tender (RFT) may be issued and awarded to the lowest price quoted;
- RFP – where the need can be specified rather than the specific product or service to fill the need, a Request for Proposal (RFP) will be issued. The proposal may include that the bidders be pre-qualified; An RFP is also the preferred procurement method when professional or consulting services are being requested.
- Negotiation – purchase by negotiation will only apply when, in consultation with the originator, it is deemed that any of the following conditions exist:
 - due to market conditions, goods or services are in limited or short supply
 - there is only one known source of the goods and services
 - two or more identical low bids have been received
 - the lowest bid substantially exceeds the estimated cost of goods or services
 - all bids fail to comply with the specifications, tender terms and conditions and it is impractical to recall tenders;

- purchase of an item where compatibility with an existing product, service or program is an overriding consideration when only one bid is received through the tendering process

An explanation of the nature of the situation and the actions taken will be kept on file by the Procurement Officer.

All documentation will be retained on file along with the Purchase Order by the Procurement Officer.

5.6 DOLLAR VALUES OVER \$100,000.00

For purchases having an estimated value greater than \$100,000.00, the Procurement Officer in conjunction with the originator of the request will consider the following open competitive procurement methods:

- RFT – where the required goods or services can be specified, a Request for Tender (RFT) may be issued and awarded to the lowest price quoted;
- RFP – where the need can be specified rather than the specific product or service to fill the need, a Request for Proposal (RFP) will be issued. The proposal may include that the bidders be pre-qualified; An RFP is also the preferred procurement method when professional or consulting services are being requested.

5.7 EMERGENCY AND NON COMPETITIVE PROCUREMENT

In case of emergencies, the Board has the authority to acquire goods and services in the most expedient manner possible regardless of the amount. Emergencies are defined as circumstances or situations beyond anyone’s control which have the potential of affecting the health, life or safety of students or other personnel, or result in undue financial losses. Once informed of any emergency, the Procurement Officer, in consultation with the Assistant Superintendent of Corporate Services and/or The Superintendent of Corporate Services and Treasurer will ensure that goods and services are procured in a timely manner to ensure that all Board requirements are achieved. Documentation explaining the nature of the situation and the actions taken will be kept on file by the Procurement Manager.

5.8 CAPITAL/CONSTRUCTION PROJECTS

For construction projects having an estimated value between \$100,000.00 and \$250,000.00 the following procurement methods will be considered: source lists such as VOR’s or preferred supplier lists; RFT, RFP. Construction projects having an estimated value between \$250,000.00 and \$1,000,000.00 must be formally advertised by posting the bid publicly on Bidding.com and/or on the Board’s website. If requested by the originating department, a newspaper advertisement may be placed.

The approved Architect, in conjunction with the Plant and Operations Department will prepare construction specifications and tender documents. If the lowest compliant bid or lowest negotiated proposal exceeds the project budget by more than 15%, then the Board shall: 1) provide written approval of an increase in budget; or 2) provide authorization for rebidding or re-negotiating the proposal; or 3) co-operate with the architect in revising the project scope or quality as necessary to reduce the construction cost; or 4) terminate the contract with the architect if the project is abandoned.

The Board will approve Capital Projects tenders. The Board’s Pre-qualification of Contractors for Construction Projects Policy P.FD.D.2 shall be followed for all projects with a value exceeding \$1,000,000.00 as well as all other projects which the Treasurer deems to be appropriate.

Tenders exceeding \$1,000,000.00 shall be opened with representation from the Board of Trustees in attendance, if possible.

Where applicable, all tenders shall include a trade in allowance for any pieces of equipment that are being replaced.

- 5.81 Change Orders: - During construction or renovation projects, the Manager of Plant and Operations shall be authorized to issue or approve any change order which, in his opinion, is necessary or will improve the project, provided that such change order meets the following criteria:
- a) It does not, in his opinion, require any radical change in the approved design or interfere with the use planned for the building; or
 - b) it does not require a cost of more than \$25,000.00 and/or exceeds the budget allocated to the project.
- Change orders exceeding \$25,000.00 but less than \$50,000.00 may be approved by the Superintendent of Corporate Services and Treasurer and may be reported to the Board as information.

6. COMPETITIVE BIDDING THRESHOLDS FOR CONSULTING SERVICES

6.1 DOLLAR VALUES BETWEEN \$0 - \$99,999.99

For consulting purchases having an estimated value between \$0 - \$99,999.99 a competitive process will be used. This process may be either invitational (at least 3 vendors) or open competitive to be determined on a case by case basis by the originating Department in consultation with the Procurement Officer.

6.2 DOLLAR VALUES OVER \$100,000.00

For consulting purchases having an estimated value greater than \$100,000.00 and open competitive process will be used in the form of RFT, RFQ, RFP as described in Section 5.6.

7. OPEN COMPETITIVE BID PROCESS

- 7.1 Where the need for a formal bid process (RFT, RFP, RFQ) has been identified in accordance with the above criteria, the Procurement Officer will advertise the request by posting the bid publicly on Biddingo.com and/or on the Board's website. If requested by the originating department, a newspaper advertisement may be placed. The timeline for proponents to respond to a publicly advertised bid shall be no less than 15 calendar days. Evaluation criteria, which may include a scoring matrix, will be included in bid documents.
- 7.2 All addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.
- 7.3 A public opening may be held for the purpose of acknowledging the on time receipt of the proposals/bids and the identification of the proponents. Submissions delivered after the closing time will be considered non-compliant.
- 7.4 Bids, when received, shall be delivered, unopened to the Procurement Officer. All bids shall be date and time stamped when received, either by the Reception Desk or the Procurement Officer. The Procurement Officer will keep all bids unopened until the time for the scheduled opening in a secure file. Late bids and quotations will be rejected and returned unopened.

The Procurement Officer will list the names of the proponents on a Summary Sheet which will also list the reason any bid is declared invalid. The Procurement Officer shall ensure that the bid submission conforms to all stipulated conditions. Such conditions include:

- bid is received on time
- required bid bond and agreement to bond or certified cheque is affixed to the bid documents and/or any other mandatory requirements of the bid call are fulfilled;
- bid envelope is sealed closed

At the bid opening, each bid opened shall be signed by the Procurement Officer and other witness present. Any circumstances or conditions that might invalidate the bid shall be listed. Bids will automatically be rejected under the following circumstances:

- Bid is late
- Bid is not signed
- Bid is not complete

- 7.5 During the evaluation process, the bids shall be checked, if required, by the Administrator of the department concerned, as well as the Procurement Officer to ensure that all items have been included and that there are no restrictive clauses written on the bids or any attached supporting documentation.
- 7.6 Bids and quotations shall be opened in the presence of the Procurement Officer, the originator and in some circumstances, a bid committee to be determined on a case by case basis. A Conflict of Interest Form will be signed by all present at the bid opening. Sureties and other mandatory requirements will be confirmed. Bid amounts will be recorded on a bid summary sheet. All bids received for goods and services, with the exception of those outlined in 4.5.1. will be tabulated and analyzed using evaluation criteria and weighting as previously determined by the originating department in consultation with the Procurement Officer and disclosed to all proponents on bid documents. Each member of the evaluation team will complete an evaluation matrix rating each of the proponents which will be kept on file with the RFP documents. The successful proponent will be decided based on the pre-determined evaluation criteria and upon completion of the formal bid opening, all valid bids will be summarized and in the case of acceptance of low bid to specification, a purchase order may be placed or a contract entered into.
- 7.7 The following procedure shall govern interpretation of price information:
- When a unit price is requested, the unit price quoted shall govern regardless of the extension.
 - When a total price is requested, the total price quoted shall govern the award.
- 7.8 When all factors are considered and bids are found to be identical, the award shall be made at the discretion of the Bid Committee and/or the Superintendent of Corporate Affairs and Treasurer.
- 7.9 The form of contract will be included, where possible in the bid documents, including termination and cancellation clauses as well as the term of the contract and options for contract extensions.
- 7.10 Once a preferred supplier has been selected and the contract has been awarded and signed, all bidders will be notified, in the same manner as the procurement documents were posted, that a contract has been signed and the process is complete and that for purchases valued at \$100,000.00 or greater, participating suppliers are entitled to a debriefing up to 60 calendar days following the date of contract award.
- 7.11 No quotation submission will be accepted from any bidder who has a claim or has instituted a legal proceeding against the Board. This applies whether the legal proceeding is related or unrelated to the subject matter of this quotation document.

8. CONFLICT OF INTEREST AND NON-DISCRIMINATION

- 8.1 A Conflict of Interest exists where the decisions made and/or the actions taken in the exercise of duties by a Board employee could be affected by the employee's personal, financial or business interests; or the personal, financial or business interest of relatives, friends or associates of an employee.
- 8.2 Employees are responsible and accountable for using good judgment in the exercise of the Board's duties and are expected to avoid situations which may present a conflict of interest while dealing with persons or organizations doing business or seeking to do business with the Board.

In addition, the Education Act of Ontario in Chapter E.2, Section 217 states:

"No teacher, supervisory officer or other employee of a Board or of the Ministry shall, for compensation of any kind other than his or her salary as such employee, promote, offer for sale or sell, directly or indirectly any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teachers' college, or to any pupil enrolled therein."

- 8.3 A conflict of interest is created when a consulting organization is involved in the development of competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. Any consultant involved in developing the competitive documents cannot be involved in the creation of the bid responding to those competitive documents and is required to sign an agreement acknowledging this.
- 8.4 Evaluation team members must sign a conflict of interest and non-disclosure agreement before each evaluation.
- 8.5 The Board, in keeping with the Agreement on International Trade (AIT) and the Discriminatory Business Practices Act, shall purchase all goods and services using non-discriminatory practices.
9. DISPUTE RESOLUTION
- 9.1 By contacting the Procurement Officer, unsuccessful bidders will have an opportunity for a debriefing session. The debriefing will provide the bidder with a review of the unsuccessful proposal/bid, and of what, in the opinion of the Board, were its particular strengths and weaknesses.
- 9.2 The Board is committed to promoting fair and open competition among vendors for any purchased goods and/or services. During the purchasing process, if a supplier feels that he/she has been unfairly prejudiced by a decision made by the Board, the following steps will be taken to resolve the complaint:
- All complaints will be forwarded to the Procurement Officer in writing within ten (10) business days of the notification of an award;
 - The Procurement Officer will investigate the nature of the complaint by reviewing the information with the appropriate staff and the vendor to determine the grounds and alternatives for resolution. The Procurement Officer will attempt to resolve the dispute. Successful resolutions shall be documented in writing and sent to all parties concerned.
 - If the Procurement Officer is unable to resolve the dispute with the participants, all of the documentation concerning the dispute will be forwarded to the Assistant Superintendent of Corporate Services and/or the Superintendent of Corporate Services and Treasurer, who, if deemed necessary may interview any or all of the parties involved and will provide direction to the Procurement Officer should these situations arise.
10. RECORDS RETENTION
All procurement documents as well as any other pertinent information must be retained for a period of seven (7) years and must be in recoverable form if requested.
11. CO-OPERATIVE PURCHASING
The Board shall encourage co-operative purchasing with other school boards or public sector agencies and from time to time may utilize a provincial "Vendor of Record" agreement for goods and services that match the Board's requirements.
12. RETURN OF GOODS
It is the responsibility of the receiving site to report to the vendor returns, short shipments or damaged goods and to follow the vendor's instructions on how to proceed for returning and/or replacing such. All the information regarding returns should be logged by the site in the correct screen in the Board's financial management system. The Purchase Order should not be tagged as "complete" until replacements are received. If return of goods that qualify as tangible capital assets (see Policy P.FM.G.4), please inform the Finance Department of the return.

13. DISPOSAL OF SURPLUS GOODS AND EQUIPMENT

- 13.1 At such time that equipment (with the exception of I.T. equipment) is considered surplus at any given site, the surplus list should be forwarded to the Procurement Officer. Lists of goods/equipment that are considered useful shall be circulated by the Procurement Officer throughout the system to determine if any other department/school may require the items. The Procurement Officer will arrange to redistribute the surplus goods/equipment to other sites as requested. All remaining surplus goods/equipment will be itemized by the Procurement Officer and following consultation with the Manager of Plant and Operations to determine that the items are surplus to the needs of the Board, the list shall be forwarded to all schools to be distributed to the school community (i.e. parents, via schools' newsletters, etc.) indicating the availability of the goods/equipment for a pre-determined price. Goods still remaining after this process may be posted on a government auction website or be auctioned by the Board.
- 13.2 Any remaining goods/equipment which have not been sold within a reasonable period of time shall be removed from the site and disposed of at the discretion of the Manager of Plant and Operations.
- 13.3 Costs incurred in the relocation or disposal of surplus goods/equipment will be the responsibility of the receiving site.
- 13.4 Individual items with an estimated market value in excess of \$1,000.00 shall be disposed of in accordance with Board Policy – "Disposal of Board Property, Furniture and supplies" P.FM.M.2.
- 13.5 The disposal of goods that qualify as Tangible Capital Assets shall follow 12.1 through 12.3 above. Please refer to Policy P.FM.M.2: Disposal of Board Property, Furniture and Supplies