



Policies & Procedures Manual

**Policy No.2.3 (BP-
Purchasing/Tendering)**

Purchasing/Tendering

Purpose

To establish procedures within the organization for purchases of Goods and Services and the process to be followed in obtaining the best possible value for the Regional District.

Policy

1. The Regional District may make expenditures provided for in the current year financial plan.
2. Goods & Services estimated to cost up to \$10,000, administration be authorized to proceed at the best possible cost.
3. Goods & Services estimated to cost in the range of \$10,000 to \$20,000, administration be authorized to invite at least 3 (three) price quotations, based on known ability and experience.
4. Goods & Services estimated to cost \$20,000 or more, administration be authorized to proceed to tender or request for proposal.
5. Transfer payments to other organizations or governments may be made with the approval of the Administrator/Treasurer, up to the limits provided in the annual budget.
6. Delegation By-Law No. 776-2003 shall be followed for all purchases for the organization.
7. Training, conferences travel costs, and professional dues for Staff must be approved by the Administrator. Total training costs not to exceed limits provided in the annual budget.
8. Responses to tenders/requests for proposals shall be submitted, as sealed bids, to the Administration office at 1350 Aster Street, Pemberton, B.C., at which time the date and time of receipt should be recorded on the envelope and signed by the person accepting the envelope. The time of receipt shall be recorded from the clock in the general office area.
9. The Department Manager shall be responsible for opening the tender/proposal documents.
10. Requests for proposals or tenders shall be approved in accordance with payment authorization limits outlined in Sections 2 and 3.
11. Effort will be made in designing tender or proposal documents to ensure, to the greatest degree possible, that local business and industry will have an opportunity to competitively bid.

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12. Contracts shall be awarded to the lowest bidder meeting the specifications when all factors have been equalized.
13. In the event of an emergency not anticipated in the financial plan the Chair and Administrator may proceed if immediate purchases are required. Any purchases made must be reported at the next board meeting.
14. Goods and Services required that exceed the budgeted amount for a service must have prior board approval and may require a budget amendment prior to proceeding with any purchase.
15. Improper purchases may become the personal financial responsibility of the person(s) making the commitment.

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