

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Competitive Bidding

EFFECTIVE DATE: February 19, 2009

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all College employees.

2. PURPOSE AND PRINCIPLES

The purpose of this policy is to provide internal controls over the competitive bidding process.

3. POLICY

3.1 The purchase of goods and / or services in excess of \$5,000 will be done through a competitive bidding process as follows:

- Three written quotes are required for purchase of goods and / or services in excess of \$5,000, up to \$24,999.
- Public Tender Process for purchase of goods and / or services in excess of \$25,000.

3.2 Written rationale must be documented on the attached Sole Source Certification form and approved by the Controller when less than three quotes are available.

3.3 Certain purchases or expenditures are excluded from this policy. Purchases or expenditures excluded are:

- Regular payments such as utilities or telephone
- Expenditures in which there is only one supplier

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President will ensure the policy is implemented and that compliance is monitored.

4.2 Vice President

Changes to this policy will be processed through the Vice President of administrative services.

4.3 College Departments

4.3.1 Department Heads are responsible for

- obtaining written quotes when appropriate;
- development of the tender package;
- investigating and determining means of advertising; and
- evaluating submissions.

4.3.2 Financial Services is responsible for

- issuing and controlling the tender packages;
- ensuring the Competitive Bidding Policy is adhered to; and
- evaluating submissions.

5. **EVALUATION**

This policy shall be reviewed every 3 years.



SOLE SOURCE PURCHASE AUTHORIZATION

Canadore College Purchasing Policy is structured to protect the public interest by ensuring best value for college purchases and to assure an equal opportunity to all suppliers on a competitive basis.

Purchases over \$5,000 require a minimum of 3 written quotes and purchases over \$25,000 competitive bidding is required. If the Requisitioner can demonstrated to the Controller that goods and services are only available from one supplier, the supplier bidding requirement is waived. If competitive quotes or bidding not solicited, a signed Sole Source Certification must accompany the purchase requisition.

No competitive bids were solicited for the Purchase Requisition #

Please check one or more of the appropriate conditions that apply to this procurement:

- No alternative or substitute exists that meet the specifications requirements
- To ensure compatibility
- To fulfill lease or contract requirements
- Only one bid/quote received in response to the RFP or written quotes
- The subject matter is of a confidential or privilege nature
- An unforeseeable urgency exists

Please provide additional details relating to the conditions of the procurement:

Signatures:

Executive Team Member: _____

Administrator:

FINANCE USE ONLY:

Approval to issue purchase order:

Authorized signature: _____