

# **CHAMPLAIN REGIONAL COLLEGE**

## **OF GENERAL AND VOCATIONAL EDUCATION**



## **PURCHASING POLICY**

This policy was adopted for the first time by Board of Governors' resolution number 1441 on February 19, 1993 and subsequently amended by resolution numbers:

1527 (Board of Governors)	April 29, 1994
287 (Executive Committee)	September 30, 1997
371 (Executive Committee)	May 23, 2001
1932 (Board of Governors)	June 15, 2001
2065 (Board of Governors)	April 25, 2003

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**ARTICLE 1 - OBJECTIVES**

**1.01** The objectives of this Policy are:

- a) to ensure that the College makes its purchases on the most favorable terms possible;
- b) to ensure that public funds are committed to purchases in a fair and transparent manner;
- c) to establish the various levels of authority for the approval of purchases;
- d) to provide College personnel with the guidelines necessary for the purchasing of goods and services required for educational and administrative purposes;
- e) to harmonize practices with the laws and regulations of the Province of Quebec.

**ARTICLE 2 - AUTHORITY**

**2.01** Under the authority of the Director of Financial Services, the College's Purchasing Manager and his/her staff are the official purchasing agents for the College. In cooperation with campus personnel, they shall provide the College with the following services among others:

- a) purchasing of all goods and services, which fall within their jurisdiction;
- b) reception of goods and services;
- c) providing competitive quotes;
- d) expediting services (i.e. information on delivery dates, expected delays, substitute merchandise, etc.);
- e) providing access to suppliers' catalogues;
- f) forwarding descriptive literature on new products to related departments;
- g) maintaining historical data on suppliers (e.g. last price paid, supplier used, etc.);

- h) providing information about consumption of a specific item over a period of time;
- i) arranging with suppliers for samples and demonstrations;
- j) claiming exemption on sales taxes when applicable;
- k) validating signing authorities;
- l) providing information and ensuring compliance with laws, by-laws, rules and regulations related to purchasing and public tenders;
- m) supervising and approving public tender documents.

**2.02** All requests for the purchase of goods and services must be processed through the purchasing office by appropriately authorized requisitions (see By-Law #5) if the amount in question is over \$250.00.

Exceptions to this limit are permitted when the product cannot normally be purchased on credit or when the Director of Financial Services has given prior authorization to proceed.

**2.03** Each Campus Director will provide, on an annual basis, a list of names of employees authorized to reserve purchase orders. The list will indicate a predetermined amount for which each employee is authorized. These employees will be required to respect all provisions of Article 3 – Quotations.

No employee will be permitted to reserve purchase orders above \$2,500 without prior authorization from the Director of Financial Services.  
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**ARTICLE 3 - QUOTATIONS**

**3.01** A purchase order cannot be concluded until quotations have been received and a supplier selected. Quotations are not needed when:

- a) the price of the merchandise is determined by law, or by a government regulation;
- b) the product has been the object of a rental or lease and a part of the rental or lease cost is recoverable;
- c) there is only one authorized supplier of the product or service;
- d) a service contract is renewed for an additional term with the same supplier at competitive rates;
- e) the product or service is acquired through a group purchasing association;
- f) contracting with a supplier different from the one already supplying goods, services or construction work would risk invalidating existing warranties on the products, services or work;
- g) contracting with a supplier different from the one already supplying goods, services or construction work would create added costs related to compatibility and adaptation to existing equipment, goods, services or work already in place;
- h) after thorough and documented research, and having established justifiable mandatory specifications, there is only one supplier who can provide the product, service or work according to those specifications;
- i) the Director of Financial Services has authorized an exception other than the above.

**3.02** For certain annual service contracts such as cleaning, security, cafeteria, and insurance, the College shall proceed to tender at least every five (5) years where practical.

**3.03** All the amounts in the present policy are before taxes, except in the case where government laws, regulations, or policies applicable to colleges specify otherwise or

interpretation of such regulations include taxes or part of such taxes.

**3.04** For purchases up to \$2,500, the best price will be obtained without a need for quotes.

**3.05** When the amount is between \$2,500 and \$7,500, at least three quotes (verbal or written) must be obtained and recorded.

**3.06** When the amount is between \$7,500 and \$50,000, three or more suppliers shall be invited to provide written quotes. These invitations shall be made in writing.

**3.07** For purchases of \$50,000 or more, a public tender must be called with a notice published in at least one daily newspaper showing the description of the product or service and the terms of the awarding of the contract.

#### **ARTICLE 4 - PUBLIC TENDERS**

**4.01** The College's Purchasing Department is responsible for ensuring that all pertinent laws, by-laws, rules and regulations are respected in all tender calls made by the College.

The Purchasing Department will work in close collaboration with the relevant parties at the College location(s) in the preparation of tender documents.

**4.02** A public call for tenders shall contain the following provisions:

a) that the College does not commit itself to accept either the lowest or any other tender;

b) that any tender, in order to be considered, must be received at the indicated location before the time specified, and must be in conformity in every other way with the conditions published;

e) that references must be supplied by the bidders for public tenders, and for invitational bids when a service is involved.

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- 4.03** A public call for tenders shall describe all of the applicable selection criteria and the rating method used to evaluate these criteria.
- 4.04** The documents and specifications pertaining to the call for tenders must be supplied to all those who request them and meet the conditions specified.
- 4.05** The time limit for receiving tenders is calculated from the date of first publication and may not be less than seven (7) calendar days, and in the case of construction not less than fifteen (15) days.
- 4.06** Tenders must be opened immediately following the time set as the deadline. This operation is carried out by the College's representative in the presence of at least two witnesses, one of whom is an officer of the College.
- 4.07** In the case of a public opening of tenders, the College's representative must declare:
- a) the name of the tenderer;
  - b) whether or not a security deposit is included, if applicable;
  - c) if the tender is signed;
  - d) the total price of the tender or unit price, if applicable.
- ARTICLE 5 – APPROVALS, PROCESS AND EXCEPTIONS**
- 5.01** The Campus Director will sign all purchase requisitions. The Director of Financial Services will review and approve all purchase requisitions over \$2,500 (article 3.05 of the purchasing policy) before they are awarded. If the lowest bid has not been chosen, the DFS will examine the reasons, and if appropriate, approve the order. Using criteria similar to those described in article 5.04 of by-law #5, the DFS will forward it for approval to:  
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- a) the Director General if the value of the order exceeds \$25,000 but not \$100,000 ;
- b) the Executive Committee if the value of the order exceeds \$100,000 but not \$250,000;
  - c) the Board of Governors if the value of the order exceeds \$250,000.
- 5.02** When the College does not accept the lowest bid after invitational (\$7,500 - \$50,000) or public tenders (\$50,000 +) are called, one or more of the following conditions must be documented in writing in order to justify the College's decision:
- a) the lowest price was not the only criterion used to determine the qualified supplier. In this case, the supplier who receives the highest rating based on the established selection criteria will be chosen;
  - b) the tender document does not conform to the College's specifications in matters such as delivery, quality, parts availability, contingency plans, and other conditions;
  - c) references indicate a significant risk of dissatisfaction with the product or service, or a risk of insolvency, or inability to fulfill the contract to the College's satisfaction. Satisfactory results from a previous supplier may also qualify the comparisons;
  - d) there is a real or perceived conflict of interest as defined by the College's own policy;
  - e) there is an obvious error, omission, or misunderstanding on the part of the supplier regarding the description of the service or product requested;
  - f) all the acceptable bids exceed the College's budget for this purchase;
  - g) under exceptional circumstances, specific written permission is given by the Executive Committee, the Director General, or the Director of Financial Services.
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