



Section <b>Purchasing</b>	Page 1 of 3
Type <b>General</b>	Date August, 2012

<p><b>Statement</b></p>	<p>The Rainy River District Transportation Services supports a central purchasing system as a means of obtaining maximum value for each dollar spent, consistent with the educational goals for students and fair business principles.</p> <p>In order to implement this administrative procedure, the Manager, under the authority of the Board of Directors, will adopt and practise recognized purchasing procedures.</p> <p>The adopted procedures will ensure cost effectiveness and efficiency and provide quality materials, supplies and services consistent with the needs and in the best interests of RRDTS.</p>
<p><b>Purchasing Methods</b></p>	<p><b>1. Dollar Limitations</b></p> <p>\$5000 or less  <b>informal purchasing method</b>  purchases may be made at the discretion of the end user;</p> <p>\$5,000 to \$10,000.00  <b>written quotation</b>  3 quotations should be obtained where possible and documented. Approval required from the Management Committee. Documents are to be retained for a period of 7 years;</p> <p>From \$10,000.01 to \$100,000.00  <b>3 formal written quotations on a suppliers letterhead</b>  approval required from Management Committee and service purchased from RRDSB Purchasing Department. Documents are to be retained for a period of 7 years;</p> <p>Over \$100,000.00  <b>Formal advertised Request for Tender, Request for Proposal</b>  approval required from Board of Directors and service purchased from RRDSB Purchasing Department. Documents are to be retained for a period of 7 years;</p> <p>The Manager in consultation with the Management Committee has the authority to obtain goods and/or services in an alternate manner, provided it is in the best interest of RRDTS. (e.g. taxi services governed by municipal rate structures)</p>
<p><b>Purchasing Methods</b></p>	



Section <b>Purchasing</b>	Page 2 of 3
Type <b>General</b>	Date August, 2012

<p>...continued</p>	<p><b>2. Emergency Purchases</b></p> <p>In the case of emergencies, the Manager has the authority to obtain goods and/or services in the most expedient possible manner regardless of the amount. Emergencies are defined as circumstances or situations beyond anyone's control which have the potential of effecting health, life or safety of students or other personnel, or result in undue financial losses.</p>
<p><b>Suppliers</b></p>	<p><b>1. Environmentally Sound Products</b></p> <p>RRDTS supports environmentally sensitive products and services.</p> <p>All criteria being equal, RRDTS will give preference to environmentally sensitive products and services.</p> <p>On a commodity basis, the following environmental factors will be considered when specifications are developed:</p> <ul style="list-style-type: none"> <li>a) products of recycled and/or recyclable content;</li> <li>b) products that meet environmental safety and low toxicity standards and provide acceptable levels of performance;</li> <li>c) products and technology that minimize use of paper products;</li> <li>d) bulk purchasing.</li> </ul> <p><b>2. Health and Safety</b></p> <p>All goods and/or services purchased by RRDTS must comply with all appropriate Federal, Provincial and Municipal legislation, regulations and standards as well as all RRDTS policies.</p> <p>Material Safety Data Sheets (MSDS) and appropriate labels must be obtained with each delivery of any controlled product as defined by Workplace Hazardous Material Information System (WHMIS) legislation. It is the responsibility of the end user to ensure that a MSDS is kept on file at the site.</p> <p>All electric/electronic components supplied must be Canadian Standards Association (CSA) or Underwriter's Laboratories of Canada (ULC) approved for institutional use and labelled accordingly.</p>



Section <b>Purchasing</b>	Page 3 of 3
Type <b>General</b>	Date August, 2012

<b>Suppliers...continued</b>	<p><b>3. Humane Working Conditions</b></p> <p>RRDTS is committed to make every reasonable effort to ensure that all supplies purchased by RRDTS are manufactured under humane working conditions in compliance with accepted international standards and local laws.</p>
<b>Public Tenders and Requests for Proposal</b>	<p><b>1. Advertising of Tenders/Proposals</b></p> <p>Purchases over \$100,000.00 will be made by advertised Requests for Tender (RFT) or Requests for Proposal (RFP). Services will be purchased from the RRDSB Purchasing Department.</p>
<b>Co-operative Purchasing</b>	<p>Co-operative purchasing methods may be used as a mechanism to purchase goods or services to ensure achievement of maximum value to RRDTS.</p>
<b>Surplus Furniture and Equipment</b>	<p>The Manager shall determine if furniture and/or equipment belonging to RRDTS is surplus to their particular use.</p> <p>1. Responsibility</p> <p>The responsibility for disposing of equipment deemed surplus lies with the Manager. The Manager, in consultation with the Management Committee, shall have the authority to sell, auction, exchange, or trade-in goods declared surplus to RRDTS office needs.</p> <p>2. Purchase of Surplus</p> <p>Surplus assets for personal use only can only be acquired when sold at public auction or sealed tender.</p> <p>3. Disposal of Scrap Items</p> <p>Where items have been declared surplus and are determined by the Manager to have little or no value, the Manager, in consultation with the M, shall have such items declared scrap. Disposal methods utilizing re-use and recycling will be given preference over landfill.</p>