



### **Rationale**

Sunrise School Division expenditures over \$50,000.00 will be processed through a Request for Proposal (RFP)/Tender, to comply with *The Public Schools Act*.

### **Procedure**

#### Advertising the RFP/Tender:

The Purchasing Manager will advertise the RFP/Tender to the public through an appropriate newspaper advertisement and online document. The RFP/Tender will be made available with enough notice in advance of the closing date to allow interested suppliers to complete the tender/proposal forms.

RFP/Tender documents for the purchase for goods and services over \$100,000.00 or for construction costs over \$250,000.00 will be posted and accessible electronically through MERX.

A statement of “General Conditions” will be included with all specifications for RFP/Tender.

#### Submission Requirements:

Submissions in response to advertised RFPs/Tenders must be received in sealed envelopes at the office of the division’s Purchasing Manager on or before the hour and date specified in the advertisement and request document. RFPs/Tenders sent by fax, email or by Canada Post will not be accepted.

One copy of specifications and form of RFP/Tender will be supplied as requested.

RFPs/Tenders and all sheets on which prices are given must show the name and address of the firm applying for the RFP/Tender. The signature page must be signed by a person authorized to sign on behalf of the bidder, and their position at the organization must be specified.

Vendors, tenders or proposals which do not comply with the general conditions and specifications may be disqualified. If an RFP/Tender bid is illegible, it may be disqualified.

Bidders may quote on any or all items requested, but all bids must be shown in the appropriate spaces on the form of RFP/Tender. Bids must be made on each item separately, unless otherwise specified.



## DJE TENDERING REQUIREMENTS

Where the manufacturer's name, "Brand Name" or "Trade Name" is given on the form of RFP/Tender, it is intended as a guide only. Sunrise will choose the material or product to be selected.

As appropriate or as indicated in the tender/proposal, bidders may submit samples or illustrations/photographs of the items bid on or related catalogues with full detailed descriptions and particulars of warranty.

Bids and pricing must be fixed for acceptance for a minimum period of 60 days from the date of closing of the RFP/Tender.

Material Safety Data Sheets (MSDS) must accompany tenders/proposals for all chemical supplies/materials requested. Tenders/proposals for chemical supplies/materials without MSDS will be rejected. Materials quoted on must contain no known toxic materials in sufficient quantities to be injurious to the human body. A chemical analysis must be printed on the package.

### Evaluation of RFPs/Tenders:

The lowest or sole bid response to an advertised RFP/Tender will not necessarily be accepted. The Board of Trustees is responsible for approving and awarding all RFPs/Tenders.

The division reserves the right to accept or reject any or all quotes/bids, to select any items it considers advisable and to return any item that does not meet expectations of the quotation.

### Delivery of Goods and Services:

Estimated quantities requested in the RFP/Tender are for information purposes only. The division cannot commit in advance to the actual quantities to be ordered during the period of the contract.

The successful bidder must notify the division if a product becomes unavailable or must be substituted, or if a catalogue number has changed during the period of the contract. If the substituted articles are of inferior quality to those accepted in the RFP/Tender, the division may cancel the contract.

### **Exceptions**

Exception to the tendering requirement may be made:

- where the goods or services are available only from one or two sources
- where the goods must be compatible with existing equipment
- when an emergency situation is deemed to prevail



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**TENDERING REQUIREMENTS**

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If one of these three situations applies and an exception is made, quotations will be requested from no less than three suppliers, unless the good or service is available only from one source.

If an emergency expenditure over \$50,000.00 is required, the Chair of the Board and the Secretary-Treasurer may authorize the expenditure and report it to the Board at the next regular meeting.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>