

## Administrative Procedure 516

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### TRANSPORTATION SERVICES TENDERING

#### Background

Golden Hills School Division believes in purchasing goods and services at competitive prices, treating suppliers fairly and objectively and seeking maximum value through purchasing practices. The process of tendering best achieves the division's objectives when projects pertaining to transportation services are of significant monetary value. It is recognized; however, that tendering is a time consuming process and therefore it is not necessary for all purchases of goods and services to be tendered.

#### Procedures

1. It is Division practice to tender all Division bus routes and bus purchases.
2. When the value of goods and services pertaining to transportation services is estimated to exceed \$100,000, the division shall tender consistent with Article 14 of the *British Columbia – Alberta Trade, Investment and Labour Mobility Agreement*.
3. Notification of tenders of transportation goods and services shall be posted to the Division's website in a timely way.
4. The Division shall receive tenders at a location specified by the Secretary-Treasurer up to the time and date specified on the tender documents.
5. After the tender closing time and date, the Secretary-Treasurer of designate shall open the tenders in public at a time, date and location specified in the tender documents. Each bidder's company name and total bid shall be read audibly.

Reference: Section 60, 61, 80, 121, School Act  
School Buildings and Tendering Regulation 383/88  
British Columbia – Alberta Trade, Investment and Labour Mobility Agreement

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