



**Appendix 1:  
PROCEDURES FOR PURCHASING**

1.00 CONFIDENTIALITY

All terms and conditions of bids, contracts, and purchases relating to vendors and/or contractors are confidential and are not to be disclosed to any third party or competing vendor and/or contractor.

2.00 DELEGATION OF PURCHASING AUTHORITY

Coast Mountain College has a decentralized system where budget officers are responsible for sourcing and pricing purchases for their departments within their approval limits.

As set out below, the College will get competitive prices where practical for goods and services, except when the need is critical and delays would not be in the best interest of College operations, or where the materials and services (excluding construction) are unique.

3.00 GOODS AND SERVICES

\$0 - \$5,000	Direct purchase by budget officer
\$5,000 - \$75,000	Budget officer must get 3 written quotes
\$75,000 or greater	Public competitive bids issued by Purchasing Department

4.00 CONSTRUCTION SERVICES

Construction services are under the responsibility of the Director of Facilities.

\$0 - \$ 5,000	Direct purchase by Director of Facilities
\$5,000 - \$200,000	Director of Facilities must get 3 written quotes
\$200,000 or greater	Public competitive bids issued by Purchasing Department

## 5.00 EXCEPTIONS TO TENDER/RFP PROCESS

### 5.01 *Sole Source Justification*

An item or service may be sourced from a sole vendor if there is only one known vendor.

### 5.02 *Emergency Purchases*

In an emergency, where staff, students, or public safety is in question, or to prevent damage to College assets, a dean, director, manager (or designate) may authorize the immediate purchase of any item or service without complying with the tender/RFP process outlined in this policy.