

AGENDA – Purchasing

1. Tendering Process
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4. Tenders – Sunrise and Metro
5. Questions

Tenders - What is a tender?



Tender

['ten-dər]

An invitation to
bid for a project.

- It's a request for potential suppliers to make offers on goods or services.
- When the tender has closed and bids are received, Purchasing analyzes the product specifications that have been offered, the cost, service history of the supplier (if known), delivery, etc.
- Once awarded, a legal contract is signed by both parties (buyer and seller) and is a promise to work in partnership for a specified period.

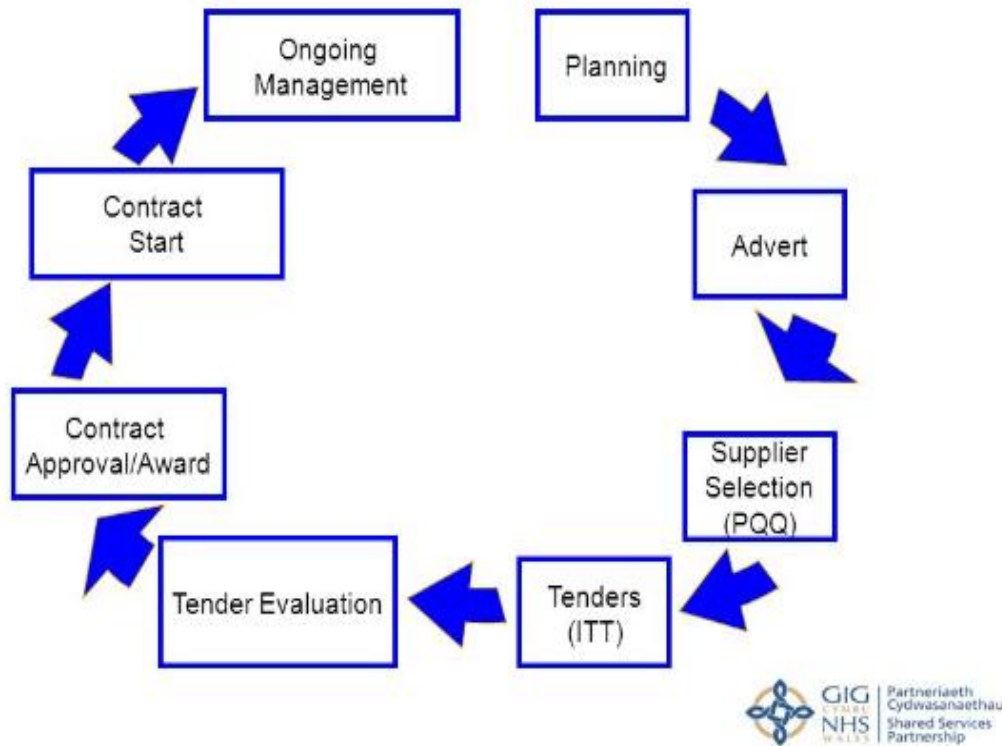


Why Do We Tender?

- Sunrise is part of the MASH group (municipal, academic institutions, schools and hospitals).
- Being a sector of MASH we are required to tender and participate in the various trade agreements that Canada is a part.
- The Public Schools Act requires that we tender for goods or services of a significant value. Sunrise policy DJE “Tendering Requirements” outlines the thresholds and procedure for Sunrise.(<https://22.files.edl.io/c104/08/23/23/173546-56818cbd-184f-4731-96fc-bd3bb733553a.pdf>)
- Our funding is 100% from tax-payers therefore we are required to obtain the best value for our dollar. Tendering achieves this.

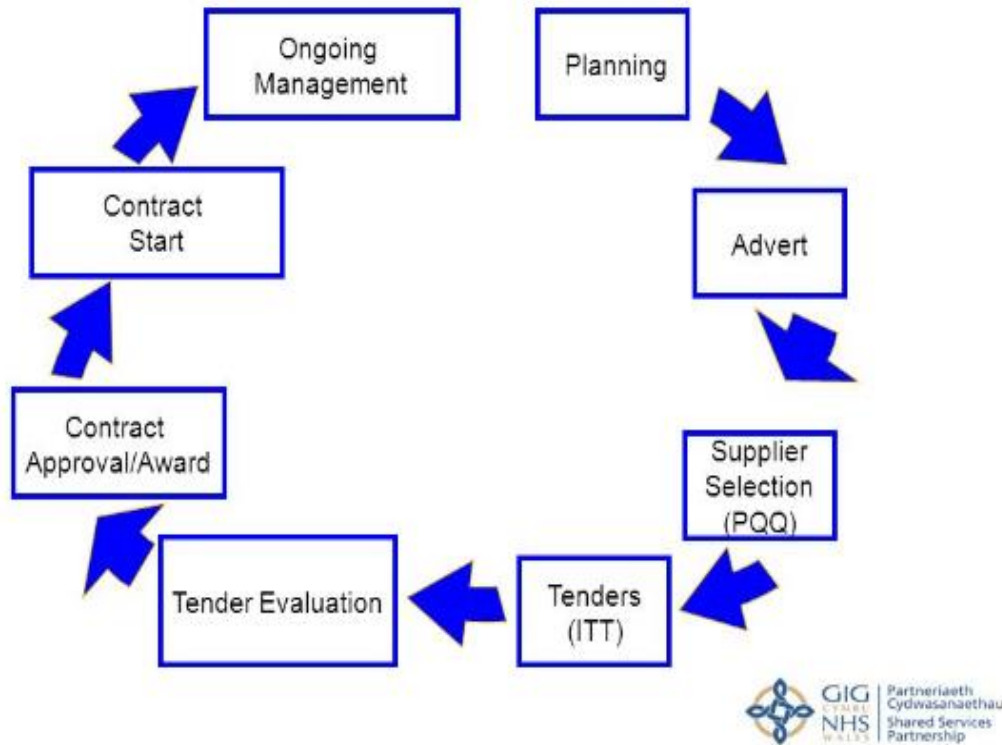
What is the “Tendering Process”?

Tendering Process



- **Planning:** Documents are created in consultation with various departments to state the scope and specifications.
- **Advertising:** The majority of our tenders are posted on our website and local papers as well as the Winnipeg Free Press depending on the scope of the tender.
- **Supplier Selection:** Current suppliers as well as potential suppliers that can satisfy our needs may be notified of the upcoming tender.
- **RFP** – Sellers will download the formal document such as the “Request for Proposal” on our website and submit their proposal.

Tendering Process



What is the “Tendering Process”?

- **Tender Evaluation:** We analyze each seller’s bid received to determine the best value for Sunrise.
- **Contract Approval/Award:** “Best Bang for our Buck”
- **Contract:** We sign a contract between the “Buyer” and “Seller” for a pre-determined length of time.
- **Ongoing Management:** Purchasing manages the tenders from feedback received from schools/sites, for invoicing errors, for shipment errors, poor quality, wrong pricing, etc.

Tenders - Why not always the cheapest?

Total costs are important, however, it's not only about price. Quality, service, and delivery are also factors that make up the total cost or the “value” of the tender.

But I can buy
it cheaper
somewhere
else!!!!!!

Sometimes cheaper isn't always better.

- Are items identical when comparing pricing?
- Quality?
- Commercial use?
- Warranty and how to make a claim?
- Customer Service?
- Shipping Charges?

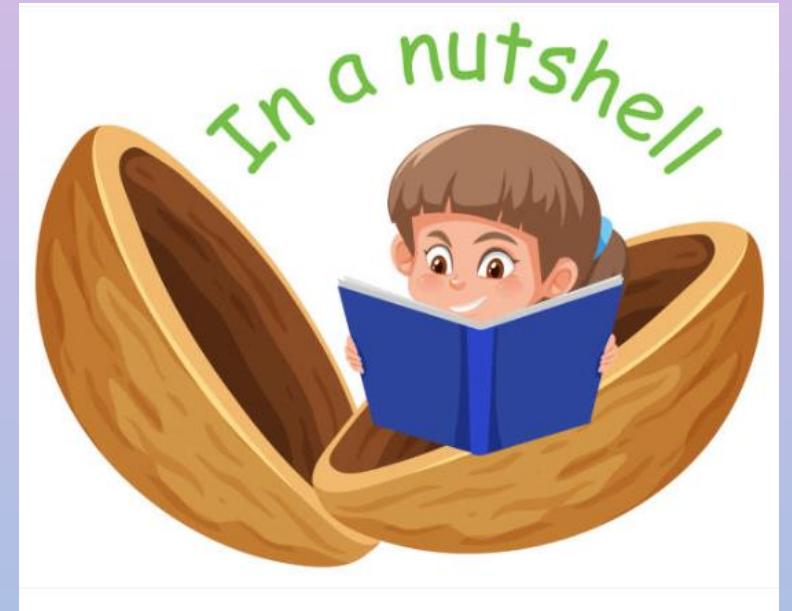
Local Purchasing

If we don't support our local suppliers, they will disappear.

- How would big box stores handle back to school orders?
- Can Amazon or other retailers come to your school and design your classroom?
- Do any of these companies visit your school if/when you have a problem?
- Usually, you are on your own to deal with the manufacturer directly if there is a warranty issue.
- How easy are returns?
- Our preferred suppliers have considered student safety and eco-friendly products when they source goods from the manufacturers they deal with.

The Benefits of Tendering

- Fair Competition
- Transparency
- Cost Savings
- Quality and Expertise
- Legal and Ethical Compliance



Tender Updates for January 1, 2024

<u>Category</u>	<u>Expires</u>	<u>Division Administrating</u>
Art and Art Paper Supplies	Dec. 31, 2024	Metro
Disposable Food Service Products	Dec. 31, 2024	Metro
Envelope	Jan. 30, 2025	Metro
Furniture	Dec. 31, 2025+1+1 renewal	Metro
Lamps & Ballasts	Dec. 31, 2026+1+1 renewal	Metro
Photocopy & Printer Paper (CCPI)	April 30, 2024	CCPI (Government)
Physical Education Equipment	Dec. 31, 2024	Metro
Grass Cutting	October 31, 2028 + 1 + 1 renewal	Sunrise
Snow Removal	October 31, 2028 + 1 + 1 renewal	Sunrise
Micro-Computer Equipment	June 30, 2027 + 1 + 1 renewal	Sunrise
Switches	August 31, 2025	Sunrise
Financial Audit Services	February 28, 2026	Sunrise
Wireless Network	July 1, 2024	Sunrise
Host Server	July 1, 2024	Sunrise
Fuel	November 30, 2025	Sunrise

Questions?

