



PURCHASING DEPARTMENT  
3000 College Dr. S  
Lethbridge Alberta T1K 1L6  
Tel. 403.320-3240

## REQUEST WAIVER OF TENDERING/QUOTATION PROCEDURE

It is the intent of Lethbridge College to abide by the Purchasing Management Association of Canada (PMAC) Code of Ethics as well as the rules of Trade Investment and Labor Mobility Agreement (TILMA), New West Partnership Trade Agreement (NWPTA) and Agreement on Internal Trade (AIT). Lethbridge College purchases through the use of public funds and has a responsibility to use those funds in an ethical and fair manner.

### Section A – to be completed by Person Making Request

<b>Requester's Department:</b> _____	
<b>Item of Equipment/Service:</b> _____	
<b>Proposed Supplier:</b> _____	
<b>Has a Request Waiver of Tendering/Quotation been approved for this vendor in the last 24 months?</b>	<b>Yes</b> <b>No</b>
If yes, state cumulative value of waivers for this supplier previously approved. _____	
What is the total cost of purchase being requested? _____	
Please indicate in the space provided below why you are making a request for waiver of the Lethbridge College's normal tendering and quotation procedures. You must refer to Appendix A (page 2) and state which of the circumstances (Clauses d-i) apply to this request. You must also provide additional commentary and back-up which supports your position.	
Signed (Requester): _____ Position: _____ Date: _____	
CLC Signature: _____	
In signing this form I declare that I do not have a pecuniary interest in the company involved in the supply of the items/services listed above.	

### Section B - to be completed by Procurement Coordinator

<b>Request:</b> <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable
<b>Comments (if any):</b> _____
<b>Signed:</b> _____ <b>Date:</b> _____
<b>If <u>acceptable</u> please forward immediately to the Director Financial Services.</b>
<b>If <u>unacceptable</u> please return to the originator of this request with comments as appropriate.</b>

### Section C- to be completed by Director Financial Services

Request: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	
Comments (if any): _____	
Signed: _____ Date: _____	
If <u>acceptable</u> please forward to the Vice President Corporate Services and CFO.	
If <u>unacceptable</u> please return to the originator of this request with comments as appropriate.	

### Section D – to be completed by the Vice President Corporate Services and CFO

Request: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	
Comments (if any): _____	
Signed: _____ Date: _____	
If <u>acceptable</u> please forward immediately to Procurement Department for action.	
If <u>unacceptable</u> please return to the originator of this request with comments as appropriate.	

### Appendix A – Exceptions and Instances where formal tendering need not be applied

Formal tendering procedures **need not be applied** where:

- a) The estimated expenditure for a good or service does not, or is not expected to exceed \$75,000,
- b) The estimated expenditure for a consulting services does not or is not expected to exceed \$75,000,
- c) The estimated expenditure for construction does not or is not expected to exceed \$200,000.

**Note:** Competitive quotations must still be obtained for estimated expenditures between \$5,000 and \$74,999 for goods/services and consultants. Competitive quotations must also be obtained for construction between \$5,000 and \$199,999. See LC Purchasing Policy.

Formal tendering and quotation procedure may be waived in the following circumstances:

- d) In very exceptional circumstances where the Vice President Corporate Services and CFO decides that the formal tendering procedures would not be practical or the estimated expenditure or income would not warrant formal tendering procedures and the circumstances are documented in appropriate Lethbridge College records.
- e) Where the requirement is covered by an existing contract either thru Lethbridge College Procurement or the Lethbridge Public Purchasing Consortium (LPPC),
- f) Where timescale genuinely precludes competitive tendering. The failure to plan the work properly would not be regarded as justification for a single tender.
- g) Where special expertise is required and only available from one source.
- h) When the task is essential to complete the project and arises as a consequence of a recently completed assignment and engaging different vendors for the new task would be inappropriate.
- i) There is a clear benefit to be gained from maintaining continuity with an earlier project. However in such cases the benefits of such continuity must outweigh any potential financial advantage that may be gained by competitive tendering.

The waiving of competitive tendering procedures should not be used to avoid competition or for administrative convenience or to award further work to a consultant originally appointed through a competitive process.