



## Tender for Cleaning Supplies

### Administrative Procedure 6.70

**Board Governance Policy Cross Reference: 1, 2,, 3, 4, 12, 13, 17**

**Legal Reference:**

**Date Adopted: June, 2002**

**Date Amended: March, 2016**

#### Preamble

Evergreen School Division is a public organization. To prevent any perceptions of bias, supply needs will be tendered every second year. To make sure that the bidders meet requirements, the following regulations will be adhered to:

1. All supply needs will be tendered every second year, starting June, 2002.
2. All successful bidders must meet our WHMIS requirements and policies.
3. Cleaning supplies will be reviewed by a committee consisting of:
  - a) Manager of Operations
  - b) 1 custodian
  - c) member of Workplace Safety & Health Committee
  - d) Secretary-Treasurer
4. The tender may not be awarded to the lowest tender but to the tender that more closely meets the following:
  - a) Committee recommendations
  - b) Quality of the product
  - c) Safety of the product
  - d) Cost of the product
5. Any employee, parent, student or individual may request a review of a product based on safety concerns. All products have a degree of caution for safety. The Workplace Health & Safety committee will review the product and alternatives and make a recommendation for continued use or disposal.
6. Where possible, cleaning supplies should be non-scented.
7. Disposal of supplies should meet environmental regulations.
8. A report by the Manager of Operations should be presented to the Board annually that summarizes the application of this policy.