

Calgary Inter-Faith Food Bank

Guidelines for Participation in the Collective Purchasing Partnership

(June 2005)

1. Purpose

The Calgary Inter-Faith Food Bank (CIFB) welcomes participation in our Collective Purchasing Partnership from charities and not-for-profit organizations who require food purchase to provide food and meal programs.

The purpose of the Partnership is to use the leverage of the total purchasing power of all participants to get the lowest price for standard food items through bulk purchasing.

2. Basic Principles.

We are normally able to achieve wholesale prices for bulk orders and in principle can leverage an additional discount price depending on total combined order quantities. Collective purchasing is administered and orders placed with the suppliers via the CIFB. Due to the constant price changes and market volatility prices constantly vary and rarely will a quoted unit price hold beyond a month and often change weekly.

In principle partners in the group considering placing an order should contact the CIFB Purchasing Supervisor (403) 253-2059 to establish the current best price per item available. Where the items requested are not on the standard list a supplier's quote can be obtained for you.

Please note that in most cases reduced prices will depend on the total quantity of the order and often the benefit will only be gained when sufficient individual orders can be combined into one. Often time will be needed for individual orders to be accumulated into a bulk order, to gain best price and get a unified delivery timeline. Consequently all participants are encouraged to assess the advantages of placing orders as far in advance as possible.

3. Guidelines for Ordering

The following are the basic outlines of the process should you wish to participate.

- i) Orders are only accepted for dry and canned goods with a minimum of case quantities only.
- ii) Participants need to inquire as to best price available at time of ordering and will be quoted the cheapest brand price available. Usually in-house or own brand products are the best buys, so if you want a specific brand you will have to state which you want.
- iii) You will need to confirm acceptance of the quoted best price, order quantity and delivery timescale as discussed with the Purchasing Supervisor by a Purchase Order or written confirmation sent by fax or e-mail before the order will be placed.
- iv) Payment will normally be expected to be with CIFB (by cheque or electronic bank transfer) within 14 days of placement of the order and in advance of receipt of the order. Subsequent orders will not be accepted/placed unless or until payment is cleared on any previous orders.

- v) Transport from the suppliers to CIFB will be the responsibility of CIFB but arrangements for onward transmission to you (or notified point of delivery) are the responsibility of the participant placing the order. There are some options as follows;
 - (a) In some cases the supplier can deliver directly to you (not via the CIFB) either free or for a minimum charge depending on their transport routes and order quantities. You can discuss this possibility with the Purchasing Supervisor when placing the order **who may be able to arrange this for you.**
 - (b) If you are currently also a participant within the CIFB Bulk Food Program(s) your Purchased Food Orders could be included within any existing Transport arrangements you have made (free or paid) for the delivery of your donated food from the programs.
 - (c) You can make your own arrangements to collect your purchase directly from CIFB.
- vi) The ability of the CIFB to store orders on your behalf is limited and we require orders received by the CIFB on your behalf to be cleared from our warehouse within a maximum 14 days of your being notified of your order's arrival at the CIFB.
- vii) The orders are insured by the supplier while in transit directly to you or to the CIFB. Your goods are covered by CIFB insurance while in our warehouse, but not when they leave for onward transport to you. You will have to assume your own liability once your goods leave CIFB for onward transit by whatever means you have arranged. Generally any transport company you contract to carry your goods will have insurance to cover them in transit, however if you are taking advantage of free donated transport it probably will not be covered. In the latter case, or if making your own arrangement via your transport or by volunteers you are advised to ensure your own insurance is extended to cover these purchases while in transit.

Please note.

In general reordering regularly is an advantage for you and all the participants in the collective purchasing scheme. If you are able to assess in advance the need and quantities of basic stock items and when you will need them (for example quarterly) and inform the Purchasing Supervisor we can leverage advance ordering and payments to maximize price and discount benefits.

When we can make large regular advance orders it is sometimes possible to negotiate with the suppliers to guarantee a fixed price at the time of ordering, and they will hold the order in their warehouses and release quantities as and when required. This not only reduces warehousing costs, delivery times, increase the possibility of free transportation but also to gain a best price at time of ordering that holds all year.

Please consider the possibilities and discuss the possibilities with the CIFB Purchasing Supervisor.

By signing and returning this document we will consider that you understand the basis of the collective purchasing process and consider you a partner agency in this program.

Organization Name

Date

Signing Authority Printed Name & Position

Signature