

PURCHASING PROCEDURES—SOLICITING PRICE QUOTATIONS AND BIDS

Fiscal Management

General Statement: All open market orders, purchases based on competitive quotations, and purchases based on formal bids shall be awarded to the lowest qualified responsible supplier.

Purchases Under \$1,500: Purchases of supplies, materials, equipment and contractual services may be made in the open market after careful pricing. Whenever possible at least three competitive quotations or prices shall be obtained.

Purchases Ranging from \$1,500 to \$10,000: Purchases of supplies, materials, equipment, and contractual services shall normally be based on at least three competitive quotations. Formal bidding should be considered.

Purchases Over \$10,000: The Administration will follow formal bidding procedures for purchase of items costing \$10,000 or more. In cases of emergencies, the Superintendent may make necessary expenditures when, in his/her judgment, the situation warrants the expenditure, but must notify the Board as soon as possible.

Generally, no capital expenditure shall be made without Superintendent approval and Board notification after May 1st of each fiscal year.

A capital expenditure, for the purpose of this policy, shall be defined as, "expenditures which result in the acquisition of or addition to fixed assets".

A fixed asset is defined as an asset of long term character that is intended to be held or used for a period of 3 or more years.

When formal bidding procedures are used, bids shall be advertised appropriately.

Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

DATE:

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Cancellation:

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(Continued)

All bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools and plainly marked with the name of the bid. Bids shall be publicly opened at the time specified and all bidders and other persons shall be invited to be present. Bidders will be given the opportunity to make a record of the bids received.

Bid results are reviewed by the originator and business office to determine whether the item(s) included is the item(s) specified or "equal to" the item specified.

When bids have been evaluated and the findings have been completed and compiled, a report shall be made to the School Board as follows:

1. A list of names of all the companies which have been requested to bid.
2. A list of the companies which have actually returned bids.
3. The bids will be available for Board review.
4. A recommendation by the originator and the business office as to whom the bid be awarded.

The acceptance of a given item is the responsibility of the School Board. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

The bidder to whom the award is made may be required to enter into a written contract with the district. The bidder may be required to furnish payment and performance bonds.

Professional Services: Professional services are exempt from this policy. Contracting for professional services shall be based on an analysis of the need for the service, a review of potential providers, and a thorough evaluation of the selected provider's ability and capability to perform the service. Cost will be a consideration in selecting the provider and will be weighed against professional qualifications.

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