

## Series 3000 – Business & Non-Instructional Operations

### 3. Expenditures/Expending Authority

#### B. Purchasing Procedures

The Suffield Board of Education recognizes its obligation to deal fairly in its bidding and purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor or contractor. Each order shall be placed on the basis of quality, price and delivery. Service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the Suffield School system. At all times, employees involved in purchasing should be looking for the highest quality goods or service at the lowest possible price.

This Policy shall also apply to purchases for extra-curricular school activities and for purchases by organized student groups.

#### 1. Purchasing Procedures:

##### A. Definitions for this Policy

- 1) Verbal Quotation: An oral notice whereby a vendor informs the District of the conditions and price under which the vendor will furnish goods or services to a District. Information pertinent to quotes, including the vendor's name and telephone number, the contact person, the date the quote was obtained, and the amount quoted, shall be documented on the Purchase Order Requisition. All documentation is to be kept with the Purchase Order for future reference.
- 2) Written Quotation: In response to a set of specifications set forth by the District, a notice in writing delivered to the District by a specified date describing the conditions and price under which the vendor will furnish goods or services. All documentation is to be kept with the Purchase Order for future reference.
- 3) Sealed Bid: In response to a set of specifications set forth by the District, a notice in writing delivered to the District by a specified date describing the conditions and price under which the vendor will furnish goods or services. Sealed Bids will be delivered in sealed envelopes to the District and will be opened in public at a date, time and location specified by the District. Whenever practical, feasible and to the advantage of the District, appropriate advertisements will be placed at the State Portal and/or in area newspapers. All documentation is to be kept with the Purchase Order for future reference.
- 4) Emergency Situation: In an emergency situation, purchasing procedures outlined in this policy may be omitted. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent of Schools and/or the Director of Fiscal Administration. A Purchase Order for said goods or services shall be completed with the appropriate information on the next business day. All documentation is to be kept with the Purchase Order for future reference.

- 5) Cooperative Purchasing: Bids through a cooperative bidding procedure or bidding conducted by the State of Connecticut shall be excluded from local purchasing requirements.
  - 6) Local Contractor Bid Preference: Contractors whose “principal place of business” is in Suffield may be given preference, for purchases of \$5,000.00 or less, if they are within 5 percent of the low bid. If more than one local Contractor/Vendor is bidding, preference shall be given to the local Contractor/Vendor who is the nearest responsible low bidder. To the extent the conflicting federal or state statutes or regulations apply to the bid in question, such conflicting federal or state statutes or regulations will govern.
- B. Purchases for less than \$2,500  
The purchaser may solicit oral or written quotations, but may dispense with the bidding if it is not to the advantage to the District.
  - C. Purchases between \$2,500 and \$7,999  
The purchaser will solicit at least 3 verbal or written quotations if the product or service permits competitive pricing and if feasible and to the advantage of the District. Where advantageous to the district, multiyear agreements not to exceed 5 years may be contracted.
  - D. Purchases between \$8,000 and \$14,999  
The purchaser will solicit at least 3 written quotations if the product or service permits effective competitive pricing and if feasible and to the advantage to the District. Where advantageous to the District, multiyear agreements not to exceed 5 years may be contracted.
  - E. Purchases above \$15,000  
The purchaser will solicit sealed bids for the purchase of goods or services above \$15,000 if the product or service permits competitive pricing and if feasible and to the advantage to the District. Where advantageous to the District, multiyear agreements not to exceed 5 years may be contracted.
  - F. Purchases Using State or Federal Grant Money  
Purchases will follow the Board policy, except where specific rules or regulations require the use of alternate guidelines.
2. Approval of Purchases  
In accordance with the policies of the Board of Education, the Superintendent of Schools, or his or her designee, shall have the authority to approve and direct all purchases and expenditures. The Superintendent shall delineate areas where over-expenditures may occur in the budget and shall define areas from which funds may be reallocated in order to meet shortage areas.

3. Gifts

No Board member or employee of the Suffield Public Schools or their families shall have any financial interest in any contract entered into by the Suffield Public Schools. This shall also preclude the acceptance of any gratuities, financial or otherwise, from any supplier or materials or services to the District. Any employee who accepts gratuities as defined in this paragraph may be subject to dismissal, subject to other Board policies or regulations (policy and regulation 1313 – Gifts to Schools).

4. Endorsements

Employees of the District will not endorse products or services in such a manner that will identify him or her as an employee of the District.

5. Affirmative Action

The school district shall not enter into any contract with a person, agency or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, marital status, national origin, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability) or veterans' status,, either in employment practices or in the provisions of benefits or services to students or employees.

Policy adopted: December 6, 1983  
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SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut