

PURCHASES OF SUPPLIES AND MATERIALS

The Superintendent or his/her designee will serve as the purchasing agent for the school corporation.

The following purchase levels are pursuant to I.C. 5-22-8-2 and I.C. 5-22-8-3:

1. For purchases of supplies and/or materials under \$50,000*, the purchasing agent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotes.
2. For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotes from at least three suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven days before the fixed date for receiving the quotes. If a satisfactory quote is received, the purchasing agent shall award the contract to the lowest responsible and responsive offer. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under \$50,000.

Any change in the purchase levels designations under I.C. 5-22-8-2 and/or I.C. 5-22-8-3 will supercede the aforementioned purchase levels.

LEGAL REFERENCE: I.C. 5-22-8-2
 I.C. 5-22-8-3

Soliciting Prices, Bids and Quotations

All purchases of and contracts for supplies, materials and equipment, contracts for lease/rental, and contracts for construction, renovation and similar contractual services shall be done in accordance with the appropriate Indiana Code, including the provisions involving bid and performance bonds.

Purchases of and contracts for supplies, materials, equipment and services exceeding the statutory limit shall be obtained by one of the following methods:

- (a) Under the terms of an existing State or Federal supplies contract.
- (b) Under the terms of a cooperative purchasing agreement where bids have already been taken.
- (c) Locally obtained bids. Bids must be sealed and opened in the presence of at least two administrators, one of which must be the corporation treasurer or business manager. No bid shall be construed as accepted until approved by the Board in a public meeting.

Purchases of and contracts for supplies, materials, equipment and services exceeding \$1000 but less than the statutory limit shall be based on quotations received from local vendors known to provide the needed services or goods. Selection of the vendor shall be based on the criteria established by board policy.

Purchases of and contracts for supplies, materials, equipment and services less than \$1000 may be awarded to vendors with whom the corporation is currently doing other business or with whom the corporation has had satisfactory past experience.

Nothing in this policy shall prevent the corporation from soliciting bids or quotations or from awarding contracts to vendors outside the local area who are known to best meet the criteria established by board policy.

It shall be the responsibility of the Business Manager, as purchasing agent, to carry out the provisions of this policy.

Legal Reference: IC 5-22-8-2
IC 5-22-8-3