

Lewistown School District

FINANCIAL MANAGEMENT

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Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The Superintendent and Business Manager shall establish procedures to control expenditures and maintain proper accounting of the expenditure of funds. Any staff member who obligates District funds without proper authorization may be held personally responsible for payment of such obligations and/or face disciplinary actions up to and including termination.

Bids and Contracts

Whenever the cost of any supplies, equipment, or work shall exceed the thresholds established in 20-9-204, MCA, formal bids shall be called for by issuing public notice as specified in statute. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any bids. In making a determination as to which vendor is the lowest responsible bidder, the Board will not only take into consideration the amount of each bid, the Board will consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. The bidding requirements do not apply to: a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

The advertisement for bid must be made once each week for two (2) consecutive weeks, and the second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent shall establish bidding and contract awarding procedures. Bid procedures shall be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

In making a determination as to which vendor is the lowest responsible bidder, if any, the District will not only take into consideration the pecuniary ability of a vendor to perform the contract, the District will consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom

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a vendor has conducted business, other than those listed as references, in making a determination as to whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for the procurement of supplies or services. Such contracts must be awarded to the lowest responsible bidder, except that the trustees may reject all bids.

Legal Reference: 18-1-101, et seq., MCA Public Contracts
 18-1-201, et seq., MCA Bid Security
 20-9-204, MCA Conflicts of interest, letting contracts, and calling
 for bids
Debcen v. City of Glasgow, 305 Mont. 391 (2001)

Policy History:

Adopted on: June 28, 2004
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