

Supplies, Materials and Equipment Procurement

Supplies, Materials and Equipment Procurement Board Policy

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the district's bidding procedure by the district's purchasing agent.

The purchasing agent shall maintain an electronic listing of potential bidders for various types of materials, equipment, and supplies. Such listing shall be used to notify potential bidders of all district invitations for bid.

Any supplier may register to be included on the listing through the district's website. All bid lists shall be reviewed annually by the purchasing agent.

Supplies, equipment and services may be purchased cooperatively with other school districts or governmental units when it is in the best interest of the district.

All bids and supporting documentation shall be retained in the business office for a period of one year after bids have been opened.

Supplies, Materials and Equipment Procurement Board Procedures

Informal Quotations

Verbal quotations of price on equal products or services secured in person or by telephone may be used in purchases for routine supplies used by the district costing up to \$5,000.

The superintendent shall make available to the board, upon request, the price quotations or competitive bids obtained from vendors for goods or services.

Formal Quotations

The supervisor of purchasing is authorized to purchase any item, or group of items in a single transaction, costing between \$5,000 and the State approved threshold upon the receipt of at least three written quotations provided said purchase is within the approved budget.

Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing the State approved threshold or more unless competitive bids for those goods are obtained and the purchase is approved by the board. The Manager of Finance and Purchasing shall use discretion in deciding whether such purchases are made on the basis of requested quotations or through invitations for bid. Bids are not required for purchasing food unless the food purchased in a single transaction costing \$100,000 or more.