

PROCUREMENT POLICY

- I. The Superintendent will be the purchasing agent of the School Committee.**

Procurements, not to exceed an aggregate amount of ten thousand dollars (\$10,000) for construction and five thousand dollars (\$5,000) for all other purchases may be made without committee approval and the Superintendent, in conjunction with Director of Administration, will be empowered to award the bid.

All procurements of goods and services having a value in excess of ten thousand dollars (\$10,000) for construction, and five thousand dollars (\$5,000) for all other purchases shall require that a written request for quotes or sealed bids be sent to known suppliers of services or materials according to Bidding Requirements Policy DJC. All written requests for bids shall be approved by the Superintendent of Schools before being sent to vendors. All requests for bid shall be advertised in local and statewide newspapers and any other media appropriate and available for such purpose.

- II. This procurement policy may be waived by the Superintendent if:**

(A) The procurement involved a specialized item, books, reading or testing materials or involved maintenance contracts covering specific types of equipment, provided that:

i. The policy regarding textbook adoption has been followed,

ii. The equipment has been purchased following the Procurement Policy and Bidding Requirements Policy, or

(B) Emergency repairs where the health, safety, welfare of employees and/or students are threatened or where loss of value of property would be imminent, or

(C) Purchase of commodities or services, the price of which is fixed by a public authority authorized by law to fix rates on prices, or purchases made from state bid awards, municipal contracts or state contracts, issued by the R.I. Department of Administration, Division of Purchases; also from similar sources if awarded by another state or local municipality under a competitive bid policy, or by the East Bay Educational Collaborative; or

(D) Contract is for professional or consulting services for special needs children or if contract is for medical services.

(E) When there is only one known supplier, or the supplier is the town of Bristol or Warren, or

(F) Any item that in the opinion of the School Committee could not be competitively bid (used vehicles, surplus materials purchased from federal, state, or local governments, etc.). Regarding these exceptions, the policy of the Committee shall be that the Superintendent shall seek such oral quotes, as deemed reasonable.

ADOPTED: April 6, 1992

REVISED: March 25, 2002
November 24, 2008
July 24, 2017

Bristol Warren Regional School District, Bristol, Rhode Island

CROSS REF: Bidding Requirements Policy DJC