



**BAKER COUNTY
SCHOOL DISTRICT**
Committed to Excellence

Finance and Support Services

392 South Boulevard East

Macclenny, FL 32063

(904) 259-0449

www.bakerk12.org

Wyatt Milton, Superintendent

**PRESENTED AND APPROVED
IN OPEN BOARD MEETING**

November 17, 2025

MIN BOOK #40

DATE: November 3, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: 2025 Purchasing Policies, Procedures and Guidelines book

Please request Board approval of the 2025 revision to Purchasing Policies, Procedures and Guidelines book. This book has not been updated since July 2013. Board policy 7.140* was recently updated in July 2025 to include new state and federal guidelines as well as increasing the purchasing thresholds. To remain consistent in our policies, a revision to the purchasing book was necessary.

If you have any questions, please let me know. Thank you for your assistance in this matter.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

PURCHASING POLICIES, PROCEDURES & GUIDELINES

PURCHASING CARD/CREDIT CARD PROCEDURES
BIDDING REQUEST FOR PROPOSAL (RFP) PROCEDURES
WAREHOUSE PROCEDURES



Revised October 2025

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Wyatt Milton, Superintendent

DATE: July 17, 2025
TO: Wyatt Milton, Superintendent
FROM: Teri Ambrose
Executive Director for Support Services
RE: Capitalization Threshold for Asset Recording – Effective 7/1/2025

Please request Board approval to increase the district's capitalization threshold for asset recording from \$750 to \$1,000 effective July 1, 2025.

The Florida Administrative Code 69I-73.002 sets the threshold for recording property for a government entity within their financial system. Both cost and useful life are used as indicators to determine whether or not to capitalize a purchased asset. The current value is set at \$5,000 by the Florida Administrative Code.

The District's current capitalization threshold for attractive items is \$750 and has been in place for almost 20 years. Given the rising cost of all types of equipment, it makes sense to increase the threshold to \$1,000 for attractive items. The District will still require these attractive items to be properly tagged and recorded in our inventory (fixed asset) system. This small change in overall cost per item will align better with the types of equipment we normally purchase and capitalize. By slowly increasing our threshold, we can continue to monitor costs and ensure that valuable assets are still property numbered and tracked.

The FAC requirements will also be reflected in Board Policy 7.070 and Board Policy 7.080, after Board workshop and Board approval.

If you have any questions, please let me know. Thank you for your assistance in this matter.

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CHAPTER 7.00 - BUSINESS SERVICES

PURCHASING POLICIES AND BIDDING

7.140*

The Superintendent or Executive Director for Support Services shall be responsible for all purchases of materials, equipment, and services from District school funds. Only persons authorized by the Superintendent or School Board rules may make any purchase involving the use of school funds. Unauthorized expenditures shall not be approved by the School Board. Florida Statutes, State Board of Education rules, School Board rules and administrative procedures shall be carefully observed when making any purchases. The District shall recognize purchasing terms as defined by law and rule.

The following provisions shall govern purchasing and bidding procedures.

I. Authorization to Execute Purchase Orders

The Executive Director of Support Services shall be authorized to sign purchase orders.

II. Development of and Adherence to Specifications.

Purchases through bids and quotations procedures shall be based upon justification and specifications, which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the most economical price for the highest quality product, which best meets the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted. The Superintendent or designee shall be responsible for soliciting the assistance of District staff members who use the products to prepare specifications and to evaluate bids.

III. Requirements for Competitive Bids.

Sealed bids shall be requested for any purchase of materials, equipment, or service above limits set by State Board of Education rules unless the item is purchased on the basis of an established state contract, through approved on-line procurement, under the provisions of Subsections (9) or (10) herein, or is otherwise exempted from bidding by Florida Statutes or State Board of Education rules. A particular item or group of similar items, which is anticipated to exceed a collective legally permitted total during the fiscal year, shall be subject to the bid requirements as described herein.

IV. Standard Bid Procedures

A. The Purchasing Agent shall maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list. The Purchasing Agent shall mail each request

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for bids to each person and firm on the list for that particular commodity and may mail the request for bids to other known persons or firms that are capable of providing the requested commodity.

1. The Purchasing Agent may remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.
 2. The Superintendent or designee may remove the name of any unqualified or unreliable person or firm from the list. Provided, however, the person or firm may apply to the Purchasing Agent for reinstatement to the vendor list after being removed for one (1) year.
 3. Prior to the issuance of a purchase order in excess of the threshold provided in 287.017, F.S., for Category Two, the vendor shall execute an affidavit, pursuant to Florida Statutes, certifying that neither the firm nor any of its principals have been convicted for a public entity crime and placed on the convicted vendor list within the previous thirty-six (36) months. Additionally, Federal Funding requires vendors to comply with all current provisions contained within the Code of Federal Regulations (CFR), Appendix II to Part 200, Title 2 - Contract Provisions for Non-Federal Entity Contract Under Federal Awards.
- B. Bid Receipt, Opening, and Tabulation.

Sealed bids in the Purchasing Office at the time and date designated in the request for bids. All bids shall be opened publicly by the Purchasing Agent or his or her designee in the presence of at least two (2) School Board employees. The purchasing Agent shall read aloud the name of the bidder and the amount and shall make recommendations to the Superintendent who shall make a recommendation to the School Board. The tabulation shall be signed by the Purchasing Agent and School Board employee in attendance. Bids received after the designated time shall not be accepted or considered.

C. Award of Bids

1. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor. In case of a tie, the recommendation shall be made by casting lots. Samples of products may be requested when needed. The School Board shall reserve the right to reject any or all bids.
2. The District may award contracts to the lowest, responsible bidder as the primary awardee and to the next lowest and responsible bidder(s) as alternate awardees provided that the awarding of multiple contracts is clearly stated in the bid solicitation documents.

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- D. Public Inspection of Bids - Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in 119.071, F.S. When documents are no longer exempt and may be copied, the fee for photocopying shall be in accordance with the School Board Policy 3.070, Copying of Public Records. Original bids and quotations and the transmittal envelopes shall not be removed from the Purchasing Office.
 - E. Award to Other Than Low Bidder - Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing Agent giving the reasons and justification for such action as provided in Subsection 4 herein. Single or combination items may be considered in determining the recommendation.
 - F. Bid Withdrawal - A bidder may withdraw a bid before the designated time for opening bids by submitting a written request to the Purchasing Agent and identifying the reason(s) for the desired bid withdrawal. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids unless mutually agreed upon by both parties.
- V. Electronic Bidding
- A. Electronic bidding may be utilized when it is determined to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met.
 - B. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor.
 - C. Multiple awards may be made provided that the solicitation documents clearly state this option.
 - D. Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing agent giving the reasons and justification for such action.
 - E. Documentation of the bid process shall be maintained for audit purposes.
- VI. Emergency Situations
- A. Occasionally, situations arise which necessitate immediate action in order to ensure the health and safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The purchasing department shall be

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required to make telephone contacts with at least two (2) vendors to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification.

- B. If the Superintendent determines in writing that the time required to obtain pricing will enhance the emergency situation, the emergency purchase may be made without quotations.
- C. Emergency bids, if approved by the Superintendent, may be requested by telephone, internet, or in writing and returned as the emergency requires. All emergency bids shall be tabulated and presented to the Superintendent, who shall submit the bids to the School Board for action. The official minutes of the Board shall show the nature of the emergency and why the regular bid public interest.

VII. Requisitions

Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Purchasing Agent may grant permission for a purchase without a requisition, provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.

VIII. Information Quotations on Purchases

Quotations (as specified in Purchasing Handbook) shall be obtained from at least two (2) sources, except as provided in subsection 13 herein, prior to issuing a purchase order for materials, services, or equipment as established and required by state law or regulation.

IX. Purchasing Thresholds

Except as authorized by law or rule, the Superintendent is authorized to purchase commodities or contractual services with Competitive Solicitation where the total amount of the purchase is less than \$50,000 and does not exceed the applicable appropriation in the School District budget.

Proper procedures will be followed to request Formal sealed bids from three (3) or more reputable sources of supply for any authorized purchase of \$50,000.00 or more. For expenditures less than \$50,000.00 (FAC Rule-6A 1.012), quotations are required as follows:

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\$0 - \$4,999 – Purchases made in this category are from vendors who are supplying a reasonably priced item(s) and with the appropriate level of quality and be carried out using good purchasing practices. These purchasing practices may include but are not limited to documented informal verbal quotations from at least two (2) suppliers.

\$5,000 - \$24,999 – Purchases made in this category will require documented informal written quotations from at least two (2) suppliers.

\$25,000 - \$49,999 – Purchases made in this category will require documented written quotations or informal bids to be opened upon receipt from at least three (3) suppliers. If it is determined that a commodity and/or contractual service is available only from a single source or that conditions warrant negotiation on the best terms and conditions, the agency may proceed with the procurement.

X. Purchase of Foods and Non-Food Items for the Food Service Department

The Superintendent shall develop and prescribe a Competitive Procurement Plan (Plan) for purchasing food and non-food supply items for the school food service program.

- A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.
- B. The Plan shall provide for various types of selection procedures including on-line procurement if approved by the state, as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services rules.
- C. The District's Plan shall ensure that all purchasing activities relating to the National School Lunch and Breakfast Programs are in compliance with the rules, regulations, and policies set forth in 7 CFR 210, 2 CFR200 and Chapter 5P-2, Florida Administrative Code.
- D. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.

XI. Purchases Under Federal Awards

Purchases under Federal awards must meet 2 CFR 200.317.326 Procurement Standards under Uniform Guidance.

- A. Federal grant procurement requirements are in addition to School Board Policies, State Board of Education Rules, Florida Statutes and Purchasing _

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Procedures. The District's financial management system must include written procedures for determining the allowability of costs for the Federal Award.

- B. The Purchasing Department is responsible for ensuring that acquisitions are appropriately managed so that suppliers perform in accordance with an agreement's terms, conditions, and specifications. Ultimately, the Contract Administrator is responsible for the post-award or contract administration/performance of the contractor in compliance with the contract in fulfilling that responsibility with regard to any agreement.
- C. The District will adopt procedures to govern the District's purchasing processes and controls relative to acquisition actions proposed to be funded by Federal awards under the District's management.
- D. The District's Purchasing department shall comply with all applicable statutes, regulations, rules, and policies. In the event any of these may conflict the Uniform Guidelines of 2 CFR 200.320, the Uniform Guidance shall prevail.
- E. The District will follow the General Procurement Standards set forth in 2 CFR 200.318 – 200.326 for every Federal Grant Purchase.
 - 1. The non-Federal entity (i.e. school board) must use its own documented procurement procedures which reflect applicable School Board Policies, State Board of Education Rules, applicable Florida Statutes and State requirements for Educational facilities, provided that the procurement conforms to applicable Federal law and the standards identified in 2 CFR 200.317 – 200.327.
 - 2. Non-Federal entities must maintain oversight to ensure the contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The School Board has determined that the Department Grants Contract Administrator is responsible for this primary contract administration role with the assistance as necessary by Purchasing staff.
 - 3. Prior to releasing any purchase order covered under these procedures, Purchasing shall execute and document a history of the steps and measures necessary to ensure that the following considerations have been explored and implemented where possible and feasible. The Federal Procurement Checklist Required Documentation is to be used to support the purchasing process.
 - 4. The three types of procurement methods will be used for Federal Grants.
 - a) informal procurement methods for micro-purchases and simplified acquisitions;
 - b) formal procurement methods through sealed bids or proposals; or

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- c) and non-competitive procurement methods when the circumstances exist to permit this type of procurement.
- F. Title to equipment acquired under the Federal award will vest upon acquisition in the recipient or subrecipient in accordance with the conditions set forth in 2 CFR 200.313. The title must be a conditional title unless a Federal statute authorizes the Federal agency to vest title in the recipient or subrecipient without further responsibility to the Federal Government. The District must use, manage and dispose of equipment acquired under Federal awards in accordance with State laws and procedures.
- G. Compensation for employees engaged in work on Federal awards for services of employees rendered during the period of performance are allowable provided they satisfy the requirements of 2CFR 200.430. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.
- H. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employees or is about to employ any parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Employees in violation of this conflict of interest are subject to disciplinary measures, and applicable negotiated agreements, up to and including termination.

XII. Government and Agency Bids

Subject to provisions of law, the Superintendent may authorize purchase bids approved by the state of Florida, other government agencies, or educational consortium.

XIII. Acquisition of Professional or Educational Services

The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.

- A. Selection of an architect, construction management, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board Policy 7.141, Selecting Professional Services.
- B. Contracts or commitments for educational or professional services shall be approved by the School Board if such contracts or commitments exceed amounts permitted without School Board approval by state laws or regulations.

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XIV. Single Source Commodities or Contractual Services

A commodity or contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific item or service and subsequently posts notice of its intent to enter a single source contract.

XV. Multi-Year Purchase Agreements

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument, which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

XVI. In lieu of requesting bids from three (3) or more sources, school boards may make purchases at the unit prices in contracts awarded by other city or county governmental agencies, other school boards, community colleges, or state university system cooperative bid agreements when the bidder awarded a contract by another entity defined herein will permit purchases by a school board at the same terms, conditions, and unit prices awarded in such contract, and such purchases are to be economic advantage of the school board.

The requirement for requesting bids from three (3) or more sources will not be required for purchase of educational tests, textbooks, educational software, printed instructional materials, films, filmstrips, video tapes, disc and tape recordings, or similar audiovisual materials, or for library and reference books and printed library cards where such materials are purchased directly from a producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

XVII. Bid Protest:

A. A bidder, who wishes to file a bid protest, must file such notice and follow procedures prescribed by Section 120.57(3), F.S. for resolution. For bids solicited by the purchasing department, the notice must be filed with the Purchasing department. For bids solicited by the Facilities department, the notice must be filed with the Facilities department or such persons as the Superintendent designates.

B. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Baker County School Board in an amount equal to one percent (1%) of the total estimated contract value, but no less than \$500 nor more than \$5000. The bond shall be conditioned upon the payment of all costs, which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If, after completion of the administrative hearing

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process and any appellate court proceedings, the district prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

- C. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

XVIII. All purchase orders shall be encumbered to the proper accounting record prior to issuance.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 112.312, 120.57, 212.0821, 255.04, 274.02, 287.017, 287.057, 287.133, 1001.421, 1001.43, 1010.01, 1010.04, 1013.47, F.S. 2 CFR 200.302, 2 CFR 200.313; 2 CFR 200.317-327; 2 CFR 200.403-405; 2 CFR 200.430, 7 CFR 10

STATE BOARD OF EDUCATION RULES: 6A-1.012, 6A-1.085, 6A-1.087, 6A-7.0411

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.003, 5P-2

HISTORY: **ADOPTED:**

REVISION DATE(S): 9/18/00, 11/18/03, 04/05/04, 05/01/06, 01/02/07, 01/05/08, 06/01/09, 12/07/09, 05/21/12, 11/06/23, 7/21/25
FORMERLY: 6.13

Purchasing Procedural Guidelines
Revised October 2025

- 1) Formal sealed bids shall be requested from three (3) or more reputable sources of supply for any authorized purchase of \$50,000.00 or more. For expenditures less than \$50,000.00 (FAC Rule-6A 1.012), quotations are required as follows:

\$1,000 - \$4,999 Documented informal verbal quotations from at least two (2) suppliers

\$5,000 - \$24,999 Documented informal written quotations from at least two (2) suppliers

\$25,000 - \$49,999 Documented informal written quotations from at least three (3) suppliers

Retain your written quote form and/or signed vendor quotes. Use MIS-L 386 as required. You are required to provide copies of quotes to Finance and/or Accounts Payable. Please attach a copy of the quote to your purchase order.

*Exempt are textbooks and items listed in School Board Policy Section 7.14, (XIV).

This procedure applies to all purchases including those made via School Internal Accounts. Internal Auditors will be reviewing this procedure.

- 2) Circumventing Statutory Requirements - Splitting requirements into smaller amounts to get below the dollar limit for which competitive bidding is required is strictly forbidden. Such practices are contrary to Board Policy and State of Florida Regulations.
- 3) When making a purchasing decision regarding local vendors, the Superintendent's direction is to utilize them when feasible, yet cost effective. For example, when receiving a price that is slightly higher for an item from a local vendor, but convenience is critical, use the local vendor. However, it is not required to use local vendors when prices are not competitive. Use your BEST judgment and attach documentation to the purchase order accordingly.
- 4) When "piggy-backing" off another county's bid, be sure that you reference the county and the bid number in the body of the purchase order. The following documents should also be retained in your files.
- a) copy of the bid tabulation sheet
 - b) specification of product to be purchased
 - c) documentation of specific County's School Board approval

- 5) Purchases from State of Florida Contracts - Florida Department of Education Regulations require that School Boards give consideration to purchasing contracts which have been established by the Division of Purchasing, State of Florida. Many commodities are available through these purchasing contracts and the website link is as follows:

http://www.dms.myflorida.com/business_operations/state_purchasing

State Term Contract Number should be included in the body of Purchase Orders.

Purchasing Card/Credit Card Procedures
Revised October 2025

PURPOSE

To provide guidance on the proper use of Baker County School Board's Purchasing Card/Credit Card meeting the following criteria:

SCOPE

The requirements will apply to all School Board employees participating in the program. Procedures for all Regions Bank Purchasing Cards, Store Credit Cards. i.e. Wal-Mart, etc., gas cards, club purchasing cards and any other cards with Baker County School Board listed as the cardholder.

BACKGROUND

The Baker County School Board has made available to designated employees delegated authority to make minor purchases directly through a Purchasing/Credit Card Program.

PURCHASING CARD DESCRIPTION

The Purchasing Card shall contain the Baker County School Board's name, Baker County School Board cardholder's name, tax exemption number and an expiration date. The card has been uniquely designed to avoid confusion with credit cards. The Purchasing Card from Regions Bank does not require a Purchase Order; however, it does require the completion of the P-card authorization form and approval and signature by the Finance Director prior to the purchase.

The Finance Director will set limits for each cardholder: dollar amount per transaction (single or multiple items), number of transactions (authorizations) per day, and the dollar amount per billing cycle. The limits shall, generally be as follows:

Single per transaction limit:	\$1,500.00
Billing Cycle (Monthly) Limit:	\$3,000.00

Purchases beyond the "Single per Transaction Limit" must be made in accordance with the Purchasing Policy. Such exceptional purchases will conform to the Purchasing Policy and require the appropriate approval of the Finance Director prior to purchase. All transactions for Credit Cards should have an approved Purchase Order/P-card authorization form.

Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program.

CREDIT CARD DESCRIPTION

Store Credit Cards are to be used as Department/School Cards and are to be used in accordance with the Purchasing Procedures and Internal Account Procedures (as applicable).

1. DEFINITIONS

Accounts Payable Finance Aide, Secretary [Bookkeeper or Designee] - Employees designated by Department Heads/Principals to be responsible for the reconciliation, documentation and account coding of purchasing Card transactions for a specified group Cardholders.

Bank - The financial institution, which has entered into an agreement with the School Board to provide the Purchasing Card Program, (currently Regions Bank).

Billing Cycle - The monthly billing period that begins on a set date of each month and ends on the same day the following month, with twenty-day (20) grace period before payment is due.

Merchant Category Code (MCC) Limit - A method to control where spending is allowed. All Visa merchants are assigned an industry-specific MCC code, which the School Board can restrict from Purchasing Card access. Once an MCC code is blocked, all merchants within that category will be declined.

Monthly Limit - The maximum dollar value of charges a Cardholder is authorized to make during the billing cycle.

Purchasing Card - A charge card issued to an employee for the purpose of purchasing items.

Credit Card - A charge card issued to the school or school district for purchases as approved.

Purchasing Card Administrator - The Purchasing Director and Finance Director are responsible for the administration of the purchasing card program. An alternate within the Finance Department will also be assigned.

2. HOW IT WORKS

- The Departmental Director or School Principal authorizes the issuance of Purchasing Card or Credit Card to an employee. A Purchasing Card/Credit Card acceptance form must be completed for anyone using a Regional Purchasing Card Visa or a Purchasing Card from a bank.
- The Finance Director coordinates issuance of a Purchasing Card to authorized employees.
- Prior to any purchase in which the Purchasing Card or Credit Card is to be used, the Purchasing/Credit Card Requisition/Authorization form **MUST** be completed, signed and approved by the Finance Director (pending availability of funding).
- A Cardholder presents goods or services for purchase to a vendor who accepts VISA/or a store Credit Card.
- The vendor processes the card information to obtain authorization for the purchase.
- The Bank receives the transaction information electronically from VISA.
- The Bank verifies the account number and spending control limits on the card
- The Cardholder receives the merchandise and a copy of the receipt.
- The Cardholder retains the original receipt along with the authorization form and submits to School-Bookkeeper/Accounts Payable Department on a daily basis.
- The vendor receives payment for the merchandise.
- The Bank submits monthly billing to the District Finance office.
- District Finance Office or School Bookkeeper reconciles billing.

3. RESPONSIBILITIES

A. Cardholder/Authorized Credit Card User is responsible for the following:

- Holding and securing the Purchasing Card/Credit Card and card number.
- Buying supplies and services.
- Informing vendor of tax-exempt status prior to processing sale transaction.
- Collecting, saving sales receipts and supporting documentation.

- Receiving and inspecting all ordered materials and services.
- Reporting discrepancies to vendor and handling disputed charges.
- Reviewing/verifying charges with the school/bookkeeper or secretary.
- Submitting statements and receipts to the Accounts Payable Department as quickly as possible after the transaction.
- Completing the requisition/authorization form including coding.
- Complying with the Baker County School Board Purchasing policy and procedures.

B. Department Head Principal is responsible for the following:

- Designating secretary/bookkeeper and communicating it to District Accounts Payable.
- Requesting Purchasing cards.
- Evaluating the need to cancel or reissue cards.
- Collecting revoked cards from Cardholders and remitting to the Purchasing Director/School Bookkeeper.

C. Financial Services and/or School Bookkeeper (internal accounts) is responsible for the following:

- Requisition/authorization forms and supporting documentation from all Purchase Card Recipients.
- Performing a pre-audit over receipts and charges.
- 1099 reporting if applicable.
- Payment to Bank or Company in accordance with Terms and Conditions in Contract with Bank.
- Approving monthly billing from Bank and/or Company.

D. Bank and/or Company is responsible for the following:

- Providing monthly statements and reporting information.
- Providing duplicate copies of sales receipts in case of disputed charges.
- Providing customer service.

4. PROCESSES

A. Requesting a Purchasing Card

- Purchasing cards will be issued to Baker County School Board employees who frequently purchase low-dollar goods or services.
- All requests for Purchasing Cards must be submitted by the respective Department head to the Finance Director for approval. No credit checks are made against individual Cardholders.
- The Finance Director will review the request and coordinate the issuance of the Purchasing Card with the respective Department Head/Principal, and notify the Cardholder of the next available Purchasing Card training session.
- The Bank issues the Purchasing Card and mails it to the Department Head/Principal. "See Photo ID" shall be written in the signature space on the back of card.
- Cardholder is to make a legible copy of both sides of the card submit to the Purchasing Director.
- The Cardholder attends a mandatory Purchasing Card Program training session and signs the Cardholder Acceptance Form.
- The cardholder acceptance form will be retained in Purchasing Department.

B. Modifying Purchasing Card Limits

- All requests for modifications to Cardholder limits must be submitted by the Department Head to the Purchasing Director.
- The Purchasing Director reviews the modification and submits it to the Bank for processing.

C. Using the Purchasing Card - General Information

The Cardholder may pick up supplies or services, or place an order for these by telephone, facsimile or electronically. Internet purchases must be made over a secured transmission. The supplies or services must be immediately available for pick up, shipped or delivered within the monthly billing cycle. The order should not be placed without this assurance. No back ordering is allowed using the Purchasing Card.

Telephone Orders: The cardholder must confirm that the vendor will charge the Purchasing card when shipment is made so that receipt of the supplies may be certified immediately. This is also a requirement of the vendor's contract with VISA.

Prohibited Purchases: The Purchasing Card is to be used for Baker County School Board authorized purchases only. The Purchasing Card cannot be used for any personal purchases or transactions. The Cardholder is the only person authorized to use their assigned Purchasing VISA card. For a Department or School Visa Card/Store Credit Card, other authorized users, as indicated on the Purchasing Card/Credit Card Acceptance Form, may use the card with a Purchase Order.

The following supplies and services shall not be purchased with the Purchasing card:

- Alcohol and Tobacco Products
- Personal Items
- Cash Advances
- Meals**
- Entertainment in conjunction with travel
- Telephone calls
- Medical Services
- Legal Services
- Cellular Phone
- Gifts/Gift Cards (unless used as door prizes or with specified school program. All gifts/gift cards must be signed for by recipient and not exceed \$25.00.)
- Any other restrictions that may be placed by the Finance Director

**Not to be confused with food items purchased by School Nutrition Services or food purchased through Federal Funds when Federal programs guidelines permit such use. Excluding approved student BCHS out of town events. No gratuities included.

Some cards may not have such restrictions if it deemed to be in the School Boards best interest. Such a determination requires approval by the Finance Director.

Dollar Limits: A Purchase may be made up of multiple items, but the total invoice (including Shipping) cannot exceed Cardholders single purchase limit. Charges for Purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program.

Sales & Use Tax: The School Board is exempt from paying any state of Florida (and generally, all other states) sales tax, even if the purchase is made with the Purchasing Card/Credit Card. The School Board's sales tax exemption number is printed on the face of some Purchasing Cards. The Authorized user is responsible for providing a copy of the Tax Exemption Certificate if the Tax Exemption Number is not embossed on the Purchasing/Credit Card.

It is the cardholder's responsibility to make the vendor aware that the sale transaction will be tax exempt prior to processing the sale. If the vendor charges sales tax, the cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. Do not permit the vendor to issue cash to settle a sales tax error. If you have difficulty with a vendor regarding sales tax or any other tax, please contact the District Accounts Payable Finance Aide or School Bookkeeper.

Documentation: For all transactions, the cardholder must retain the original customers' copy of the charge slip, along with the detailed receipt, which identifies every item purchased and the corresponding item cost. For telephone orders, the Cardholder must retain the receipt and/or packing slip. The cardholder must also complete the required Purchasing Authorization Form.

Missing Documentation: Where supporting documentation is missing, the Cardholder must contact the vendor and request a duplicate receipt. Failure to provide adequate documentation will result in disciplinary action and employees may be required to make personal payment for such transactions.

Denied Purchase: The Cardholder may report a denied point of sale or other rejected purchases to the School Bookkeeper or Department Secretary. This person must advise the Finance or Purchasing Director of any known denied Cardholder purchase. Information to be provided includes Cardholder name and account number, vendor and date if declined sale. The Finance or Purchasing Director shall inquire into the denied sale, take appropriate action and report back to the School Bookkeeper/Department Secretary. If a vendor refuses to accept a Purchasing Card, the Cardholder should report this fact to the School Bookkeeper/Department Secretary who will forward

this information to the Finance Director. The School Board purchasing procedures apply to the Purchasing Card as well. If you have any questions, please contact Purchasing prior to purchase.

Funding: You must follow your department administrative funding procedures to ensure that sufficient funds are available prior to making a purchase.

Use of the Purchasing Card does not relieve you from complying with federal, state, local laws, ordinances, regulations or School Board policies and Procedures.

For every purchase made, the respective Cardholder must be prepared to substantiate necessity or official use. Misuse of the Purchasing Card shall be subject to the immediate revocation of Purchasing Card privileges. The respective Department Head and Finance Director will handle resolutions of situations involving improper use of the Purchasing Card.

Questions: Questions regarding Purchasing Card procedures should be directed to the Finance Director's Office.

D. Reconciling Monthly Statements

- The Bank or Credit Card Company will provide monthly memo statements and monthly unconsolidated statements for verification of charges and reconciliation.
- On a daily basis, the Cardholder or Authorized User (credit card) is responsible for securing and delivering all necessary documentation (sales receipts, etc.) for every transaction to the Accounting Finance Clerk or School Bookkeeper. Each cardholder is responsible for ensuring the subject receipts clearly show what has been purchased and at what price. Sales receipts that do not provide sufficient information must be supplemented with documentation from the vendor at the time of purchase. If a receipt is missing, it is the Cardholder's responsibility to contact the subject vendor and request a duplicate receipt and appropriate documentation. In the event the receipt cannot be secured, the Cardholder may be personally liable for the cost of the subject transaction and may be subject to disciplinary action.
- The Accounts Payable Finance Aide/School Bookkeeper must verify the purchases were for proper public service and verify/assign the account codes. Such receipts shall be recorded on the Purchasing Card authorization Form and sent to the Finance Department as

purchases are made. Transactions involving fraud, disputed charges, and employee misconduct must be reported to the purchasing Department and brought to the attention of the Finance Director.

Unauthorized purchases will result in disciplinary action and the employee will be required to make payment for any such transaction. When purchases are questioned, the School Bookkeeper/Accounts Payable Finance Aide is responsible for resolving the issue with the Cardholder. If the School Bookkeeper/Accounts Payable Finance Clerk is not satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check made payable to the Bank/Credit Card Company for the full amount of the purchase, plus applicable sales tax. Checks must be sent along with the statement to Finance Department, with an explanation of why the violation occurred.

E. Resolving Returns and Credits, Disputes and Erroneous Charges

- A dispute occurs when a cardholder questions a transaction that has been charged to their account. The Cardholder will contact the merchant in question about the transaction and seek to resolve the matter by requesting or supplying necessary information. This should be handled immediately.

As a result of the dispute, the School Board remains obligated to pay for the disputed items(s); however, the next statement will be reduced by the amount of the disputed item(s) and the bank will resolve the matter within 90 days.

F. Reporting a Stolen Purchasing Card

- If a card is lost, stolen, or misplaced the Cardholder must immediately notify the Finance Department and report it to the Purchasing Card Bank or Credit Card Company. Upon such notification, access to the card will be immediately blocked. A new card will be mailed to the Cardholder the notification at no cost to the Cardholder or School Board.

G. Purchasing Card Termination

- Terminated/Retiring Employees: Department Heads must notify the Purchasing Finance Director and/or School Bookkeeper of terminated/retiring employee. The Purchasing Finance Director is required to notify the bank to cancel the card of the terminated/retiring employee within 24 hours.

During the exit interview the respective Department Head/Principal will obtain the Purchasing Card from Terminated/Retiring employee. Department Heads/Principals must notify the Purchasing Finance Director when cards belonging to terminated/Retiring employees are not returned.

H. Revocation of Card

- Purchasing Card privileges may be revoked upon the Cardholders failure to follow School Board policy and procedures. The respective Department Head/Principal, Finance Director and the school Bookkeeper will coordinate the revocation of Purchasing Cards. The Purchasing Finance Director will immediately notify the bank to cancel any such cards

The Department Head/ Principal will obtain the revoked Purchasing card from the employee. The Department Head must destroy the returned Purchasing Card by cutting it in two and must deliver it to the Purchasing Finance Director, who will then, in turn, shred and cancel the respective card(s).

I. Violations

The following actions are prohibited:

- Purchases of items specifically prohibited by policy;
- Purchases that exceed the Purchasing Card Limits;
- Not reporting lost or stolen cards;
- Purchases from vendors that create a conflict of interest, (i.e., purchases from companies owned or operated by County employee(s) and/or their relatives, etc.);
- Inadequate record keeping and/or documentation of purchases;
- Acceptance of cash in lieu of a credit to the statement;
- Splitting of purchases within the single purchase limit.

Failure to comply with this policy may result in employee removal from the Purchasing Card/Credit Card Program and any other disciplinary action as appropriate.

Baker County School Board

Purchasing/Credit Card Requisition/Authorization

Date: _____

Vendor Name: _____ Contact: _____

Vendor Address: _____ Phone: _____

COST CENTER _____

Item	Description	Qty	Unit Price	Extended Total	Fund	Function	Object	Project
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
	Subtotal:			\$				
	Shipping & Handling:			\$				
	Total:			\$				

Reason for Purchase via Credit Card:

Requestor (Employee Signature) *Date*

Authorized By (Cardholder/Principal/Director) *Date*

Finance Director Approval *Date*

Receipt of Card:

Return of Card & Receipt:

Signature *Date*

Signature *Date*

Purchasing/Credit Card Authorization (Instructions for filling out form)

PURPOSE:

Employees may use this form to requisition items to be ordered using the Departmental and/or Internal Account Purchase Card/Credit Card.

INSTRUCTIONS:

1. Enter the current Date in the field designated for this purpose in MM/DD/YY format.
2. Enter the vendor name, primary contact person, vendor address and vendor phone number in the spaces provided.
3. Enter the item number, description of the item, quantity, unit price and extended total for each item you plan to purchase in the spaces provided.

Note: Splitting orders to circumvent single transaction limits are strictly prohibited and could result in the loss of P-Card privileges! Baker County School Board Purchasing rules apply to all P-Card purchases.

4. Record the appropriate Fund, Function, Object, Cost Center, and Project or Internal Account codes to be charged for the item being purchased.
5. If the line item data is keyed electronically, the Subtotal will be automatically summed and printed in the designated field. If the form is handwritten, you must add the extended totals for each line item together and record the sum in the Subtotal field.
6. Enter the shipping and handling charges in the space provided.
7. Add the Subtotal and Shipping & Handling charges. Enter the resulting total in the space provided.
8. Provide a brief explanation of why the purchase is being made via P-Card/Credit Card rather than Purchase Order.
9. The employee must sign the form in the space provided.
10. Submit the form to the appropriate Cardholder/Bookkeeper for approval to use the Departmental and/or Internal Account Purchasing Card/Credit Card.
11. Deliver the signed form to the Cardholder/Bookkeeper to obtain the Purchasing Card. The Cardholder/Bookkeeper will request you to sign the form and date it in the space provided acknowledging you have received the Purchasing Card.
12. Upon completion of using the Card to make the purchases listed on the Credit Card Authorization, return the Credit Card and receipts to the Cardholder/Bookkeeper. The Cardholder/Bookkeeper will acknowledge receipt of the Credit Card by signing and dating in the space provided for that purpose.

PURCHASING CARD/CREDIT CARD ACCEPTANCE FORM

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE BCSB PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL SCHOOL DISTRICT BUSINESS ONLY.

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of Baker County School Board and will strive to obtain the best value for the organization.
2. I understand that under no circumstances will I use the Purchasing Card/Credit Card to make personal purchases, either for others or myself. Willful intent to use the Purchasing Card/Credit Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow purchasing policies of the Baker County School Board and established guidelines for using the Purchasing Card/Credit Card. Failure to do so may result in either revocation of my Purchasing Card/Credit Card privileges or other disciplinary action.
4. I agree to review and reconcile transactions within 72 hours and will maintain all applicable information and receipts.
5. I understand that I am responsible for all charges made against the Purchasing Card/Credit Card.
6. I understand that a lost or stolen card must be reported immediately by telephone to appropriate bank. A report of the lost or stolen card must also be made to the Finance Director/School Principal by the beginning of the next business day.
7. I understand that I must surrender my Purchasing Card/Credit Card upon termination of employment or transfer and no further use of the Purchasing Card/Credit Card is authorized.
8. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the Baker County School Board for all unauthorized charges and any costs related to the collection of such charges.

Purchasing/Credit Cardholder Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

School Principal Signature (Printed Name) Date:

Bidding Request for Proposal (RFP) Procedures **Revised October 2025**

- 1) General Terms and Conditions for each bid will be uniform throughout the school district (p. 27). Specifications and specific terms and conditions will also be included with every bid.
- 2) A Superintendent requested School Board approval is necessary prior to bid solicitation only when the expenditure or project has not been prior approved and/or budgeted. Should this be the case, department heads/principals must request permission from the Superintendent/School Board Approval to solicit bids.
- 3) Provide the specific terms and conditions in professional typed form to the Purchasing Office. Do not leave a reason for question on what you want. If you require a pre-bid conference or pre-bid approval of a specific manufacturer, clearly state this in the bid. We will also assign a bid number for each bid at the time of solicitation.
- 4) Once specific terms and conditions along with vendor list are received, we will attach necessary forms including the Public Entity Crime form and Drug-Free Workplace form, Bid Proposal, and the General Terms and Conditions. The complete bid package will then be mailed from the Purchasing Office.
- 5) A Superintendent requested School Board approval is necessary prior to bid solicitation only when the expenditure or project has not been prior approved and/or budgeted. Should this be the case, department heads/principals must request permission from the Superintendent to solicit bids.
- 6) The Purchasing Department (or Designee) will attend bid openings with you and will tabulate bids on school district bid tabulation form. Bid openings are for tabulation purposes only and questions can be asked only after all bids are opened and properly tabulated. Each Educational Leader, i.e. principal or department head, will then provide a recommendation to Purchasing for School Board Approval. This information will then be compiled with other bid results and a formal request for approval will be submitted by the Purchasing Department to the Superintendent for subsequent School Board approval. Keep in mind the deadlines for submitting agenda items to the School Board.

Recommendation memorandums should include the following:

- a.) Bid number/Project Number
- b.) Contractor name
- c.) Recommendation of lowest and best bid
- d.) If lowest bid is not recommended, include justification for recommendation referencing specifications, terms and/or conditions or other pertinent information.

- 7) Award letters will be compiled and mailed by the Purchasing Department subsequent to School Board approval.
- 8) The Purchasing Department will not be placing orders from bids for individual departments. It is the responsibility of the specific school or department to manage the bid once awarded. The Purchasing Office function is to manage the bid process and to provide successful bidder contact information to the schools and/or department directors. Once bid is School Board approved, place orders against bid accordingly. The bid number should be included in the body of the purchase order issued. There is a Code of Ethics published by Buyer's Association, however, the following might be helpful:
 - a.) Be fair. There must be give and take in all purchasing decisions.
 - b.) In dealing with competitors, do not play one against the other. Do not disclose another's prices and do not pass information on.
 - c.) Use School Board's money as you would your own.
 - d.) Keep a sense of humor.
- 9) Single or Sole Purchases - A single source commodity is defined as a product that is noncompetitive in price and/or specification. Purchase of goods from a single source must be qualified as such in advance of purchase. A written declaration from the manufacturer of such commodities or a written statement by the originator of the requisition must accompany the purchase requisition form. The written letter of qualification must state that said equipment is not available from any other source.

General Terms & Conditions

Revised 2025

1. Execution of bid - Bid must contain an original signature of an authorized representative in the space provided. Bid must be typed or printed. Use of erasable ink is prohibited. All corrections made by bidder to the bid must be initialed. For proper bid identification, the provided bid label should be adhered to the front of the sealed bid packet. (Additional bid information is contained in School Board Policy 8.70* - School Construction Bid Process)
2. No Bid - If no bid is submitted, respond by returning only the "No Bid" postcard provided. Failure to respond three (3) consecutive times without justification shall be cause for removal of the supplier's name from the bid mailing list. Note: For a bidder to qualify as a "No Bid" respondent, the post card should be received no later than the stated bid opening date and time.
3. Bid Opening - Bid opening shall be public and held on the date and time specified on the bid form. It is the bidder's responsibility to assure that his/her bid is delivered at the proper time and place of the bid opening. Offers by telegram, telephone, email or FAX are not acceptable. Bid tabulations will be provided upon written request with a self-addressed, stamped envelope. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by phone.
4. Prices, Terms, and Payment - Firm prices shall be bid and include all packing, handling, shipping charges and delivery to any point within the School System.
 - a. Taxes - The Baker County School Board is exempt from Federal Excise and Florida Sales Taxes on direct purchases of tangible personal property. Certificate exemption number is provided on the face of the school district issued purchase order.
 - b. Discount - Bidders may offer a cash discount for prompt payment, however, such discounts are not considered in determining the lowest net cost for bid evaluation purposes.
 - c. Mistakes - Bidders are expected to examine the specifications, delivery schedule, bid prices, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price will govern.
 - d. Condition and Packaging - It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid). All containers shall be suitable for storage and shipment, and all prices shall include standard commercial packaging.
 - e. Safety Standards - Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be in accordance with the Occupational Safety and Health Act and any standards thereof.

f. Invoicing and Payment - The contractor shall be paid upon submission of invoices to the office of the Baker County School Board at prices stipulated in the contract at time the order is placed. Payment shall be made only after the delivery and acceptance of goods, less deductions, if any. Invoices shall include correlating purchase order number(s). An original and (1) copy of the invoice shall be submitted. Failure to follow these instructions may result in the delay of processing invoices for payment.

i. All vouchers must be approved by the Baker County School Board.

ii. A person or affiliate who has been on the convicted vendor list following a conviction for a public crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section, 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

iii. All bidders must meet the requirements set forth in Florida Statutes Section 112.313.

5. Awards - As best interest of the School Board may require, the right is reserved to award(s) by individual item, group of items, all or none, or a combination thereof with one or more suppliers; to reject any and all bids or waive any minor irregularity or technicality in bids received.

6. Service and Warranty - Unless otherwise specified, the bidder shall define warranty service and replacement parts to be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service are provided.

Disputes - Any actual or prospective bidder who disputes the reasonableness or competitiveness of the terms and conditions of the invitation to bid or contract award recommendation, shall file a Notice of Protest with the Superintendent of Schools within seventy-two (72) hours of receipt of bid solicitation or posting of the bid tabulation with recommendation. A formal protest must be filed within ten (10) days following the filing of the Notice of Protest. Failure to file a protest within the time prescribed in

Florida Statutes 120.57(3) shall constitute a waiver of proceeding under Chapter 120 of the Florida Statutes.

7. Patents and Royalties - The bidder, without exception, shall indemnify and save harmless the Baker County School Board and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the Baker County School Board. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
8. Price Adjustments - Any price decrease effectuated during the contract period by reason of market change shall be passed on to the Baker county School Board. This shall also apply to all in-place equipment on rent or lease plan.
9. Extension - The Baker County School Board reserves the option to extend the period of this contract, or any portion thereof, for an additional contract period. Extension of the contract period shall be by mutual written agreement.
10. Liability - The supplier shall hold and save the Baker County School Board, its officers, agents, and employees harmless against claims by third parties resulting from the supplier's negligence.
11. Exclusivity - The School District agrees to use the designated contract distributor(s) as an exclusive source for the various items and/or services as listed herein. The only anticipated exceptions might be in time of emergency. The designated distributor(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources. Failure to deliver 100% of the items of this list, within a reasonable time, shall be considered a default. In case of default by successful bidder, the school district, after due notice (oral or written) may procure the necessary supplies from other sources and hold the distributor responsible for any excess cost occasioned thereby.

Continuous instances of default may result in cancellation of the contract and removal of the bidder from the bid list for the duration of the ensuing year, at the option of the school district's officials.

12. Other Conditions
 - a. By his/her original signature on the bid document, a bidder certifies that his/her bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusive bidding or fraud. The bidder certifies that he/she understands collusive bidding is a violation of Federal Law and can result in fines, prison sentences, and civil damage

awards. He/she further agrees to abide by all conditions of this bid and certifies that he/she is authorized to represent this bid for the bidder.

- b. The Baker County School Board has the right to terminate this bid by written notice.
- c. Prohibition against conflicts of interest, gratuities, and kickbacks:

"Any employee or any official of the school districts, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for to, or from any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales of the school districts shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accordance with State and Federal Laws."

- 13. Facilities - The Baker County School Board reserves the right to inspect the bidder's facilities at any time with prior notice.
- 14. Baker County School Board Privileges - The Board reserves the right to accept or reject any or all bids and to select that bid or bids which are considered to be in the best interest of the Board. The Board reserves the right to reject the bid of any vendor or subcontractor who has previously failed in the proper performance of an award; failed to deliver, on time, on contracts of a similar nature; or who is not in a position to perform properly under this award. The Board reserves the right to inspect all facilities of bidders and/or subcontractors in order to make a determination of the foregoing.
- 15. Equal Opportunity - The Baker County School Board pledges itself to comply with the Civil Rights Act of 1964 (PL 88-352) to assure that no person is denied employment or subjected to differential treatment on the grounds of race, sex religion, nation origin, or political affiliation.
- 16. Insurance - Where bidders are required to enter on to School Board property to deliver materials or perform work services as a result of bid award, the bidder will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The bidder shall be liable for any damages or losses to the Board occasioned by negligence of the bidder (or agent) or any bidder designee in the completion of his/her contract as a result of their bid. Bidders must verify auto insurance for all bidders and employee vehicles entering Baker County School property. A copy of such must be on file with the Purchasing Department.
- 17. Questions regarding specifications or bidding process: .

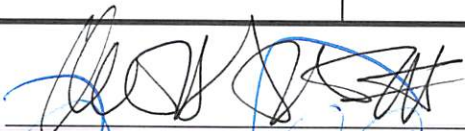


- a. To ensure fair consideration for all bidders, the School Board prohibits communication of any kind relating to this bid, to or with any department or employee during the submission process of the bid, except as provided in Paragraph B. below. Such communication initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid, then in evaluation, and/or any future bid.
 - b. No interpretation of the meaning of the bid document, no correction of any apparent ambiguity, inconsistency or error therein, will be orally made to any bidder. Every request for such interpretation or correction is to be made only to the Purchasing Director and supplemental instructions will be forwarded to the prospective bidder in the form of written addenda to the bidding packet. Only the written interpretation or correction so given by the Purchasing Representative shall be binding. Prospective bidders are advised that no other source is authorized to give information concerning, explain, or interpret the bid documents.
 - c. It shall be the responsibility of the bidder to contact the Purchasing office prior to submitting a bid to ascertain if the addenda have been issued; to obtain all such addenda; and to return the executed addenda with the bid.
18. Other Governmental Agencies - State Law now permits other governmental agencies to purchase from the Baker County School Board bids. By submitting your bid you are agreeing to allow other governmental agencies to purchase at the same unit price. Refer to State Board Rule 6A-1012(5).
19. Discrimination - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
20. All contractors and delivery employees of contractors must comply with the requirements of the Jessica Lunsford Act prior to being awarded any contract with the Baker County School Board. Contact Ashley McGlew at (904) 259-0426 for compliance procedures.

BID TABULATION AND NOTICE OF AWARD RECOMMENDATION

DATE OF POSTING: August 14, 2024 TIME OF POSTING: _____

PROJECT NO.: **2404F**
 BID OPENING DATE: **December 18, 2024**
 PROJECT TITLE: **Miscellaneous Improvements at Several Schools**
 BID OPENING TIME: **10:00 AM**
 BID OPENING PLACE: **Baker County School Board Conference Room, 392 South Boulevard East, Macclenny, Florida 32063**

CONTRACTORS	BID SECURITY RECEIVED	SUBCONTR. LIST RECEIVED	ADDENDA NUMBER RECEIVED				BASE BID	ALTERNATE 1	ALTERNATE 2
8 Koi	✓	✓	✓				176,702	69,950	47,055
Little and Williams, Inc.	✓	✓	✓				277,533	72,728	42,662
S A M P L E									

Bids Opened By:  Date: 12-18-24
 Bids Tabulated By:  Date: 12-18-24
 Bids Verified By:  Date: 12-18-24

293707
392923

**Baker County School Board
Warehouse Procedures
Revised October 2025**

1) Shipments of supplies and equipment should be directed to your individual site locations. Your specific address, telephone number and contact person should be included on purchase orders along with clear instructions to vendors as to delivery times and other pertinent information. This should be noted to the vendor on call-in orders as well.

2) Addresses to be utilized:

Baker County School Board Superintendent's Office
270 South Boulevard East
Macclenny, Florida 32063

Baker County School Board Title I and Special Programs Office
312 South Boulevard East
Macclenny, Florida 32063

Baker County School Board District Office
392 South Boulevard East
Macclenny, Florida 32063

Baker County School Board Transportation Department
544 Baker Bus Drive
Macclenny, Florida 32063

Baker County School Board Maintenance Department
270 Jonathan Street East
Macclenny, Florida 32063

Baker County School Board Educational Support Services
420 South Eighth Street
Macclenny, Florida 32063

Baker County School Board Family Service Center
418 South Eighth Street
Macclenny, Florida 32063

Baker County School Board Career and Adult Education
418 South Eighth Street
Macclenny, Florida 32063

Baker County High School
1 Wildcat Drive
Glen St. Mary, Florida 32040

Baker County Middle School
211 Jonathan Street
Macclenny, Florida 32063

Legacy Elementary School
1 Lion's Den Drive
Macclenny, Florida 32063

Macclenny Elementary School
1 Wildkitten Drive
Macclenny, Florida 32063

Westside Elementary School
1 Panther Circle
Glen St. Mary, Florida 32040

Baker County Pre-K/Kindergarten Center
362 South Boulevard East
Macclenny, Florida 32063

- 3) Each site's Custodian Coordinator is to turn into the Purchasing Department a supply order 72 hours prior to needed delivery date. Should you have an unexpected emergency, contact our office and we will try to assist.
- 4) Items to be stored (surplused) should not be taken to the Warehouse Annex or District Warehouse before coordinating with Director of Facilities/Maintenance and/or Director of Nutrition Services, Purchasing and Warehousing.
- 5) Items that are not property numbered are to be disposed of by school/department or stored at schools.
- 6) Please refer all questions or concerns to the Purchasing Department at (904) 259-4330.

Baker County School Board
Custodial Supply Order Form

Cases Needed	Product Number	Item Description
	92001	Small Can Liner, 24 x 33 1,000/case
	92004	Large Can Liner, regular use 22 micron, 38 x 60 150/case
	92A306	Large Can Liner, (Dining Room Only) 28 micron, 38 x 58 100/case
	92003	Toilet Tissue, one ply, large roll 12 rolls/case
	92005	Hand Towels, roll 6 rolls/case
	93002	Copy Paper, 8.5 x 11 10 reams/case

Signature Site Custodial Coordinator
Other Requesting Party

Order Date

Please check the box below for your school/site.

- | | | | |
|---|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> High School/112 | <input type="checkbox"/> Macc.Elem/113 | <input type="checkbox"/> PK/Kdg/122 | <input type="checkbox"/> Legacy/121 |
| <input type="checkbox"/> Middle School/132 | <input type="checkbox"/> Family Services/418 | <input type="checkbox"/> Keller/131 | <input type="checkbox"/> Title I/312 |
| <input type="checkbox"/> Westside/191 | <input type="checkbox"/> District Office/392 | <input type="checkbox"/> Career/Adult | <input type="checkbox"/> ESE/290 |
| <input type="checkbox"/> Transportation/544 | | | |

Order must be submitted to Kristie Shook or Tonya Tarte at the District Office on Friday preceding a Thursday delivery. Submit original and retain one (1) copy for school file.

Order Received By

Date Received

MIS-L387

Revised
Attachment I