Murfreesboro City Schools Nutrition Department

Purchasing Plan

1. The Murfreesboro City Schools Nutrition Department plan for procuring items for use in the School Nutrition Program is as follows. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

2. All purchases of supplies, materials, and equipment in excess of then thousand dollars ($10,000) shall be based on competitive bids. These bids must be solicited by advertisement either online or in the newspaper. All purchases from three thousand five hundred and one dollar ($3,501) to ten thousand dollars ($10,000) may be made without advertisement, but shall, whenever possible, be based on quotes.

3. The responsive bid with the lowest price shall be awarded. MCS Nutrition Department has the right to reject any or all bids or any part of the bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bid. Any bid received after the time and date specified shall not be considered.

4. It is the intent of Murfreesboro City Schools to involve and utilize the best product/services at the best price and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the School Nutrition Program. Regardless of the procurement method used, price is the final determining factor.

5. No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials or equipment.

6. Emergency purchases may be necessary but, must be documented and a PO issued.