

Book	Policy Manual
Section	(G) FINANCES
Title	Policy G109 - Purchases Subject To Bid
Code	G109
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I. Purpose

It is the policy of the Joint Committee to obtain competitive bids for goods and services where such bids are required by law, or where such bids may be believed to bring about a cost saving to EASTERN.

II. Authority

All expenditures submitted by the Director and/or the Business Manager to the Joint Committee for approval shall have been reviewed and approved by the Director and/or the Business Manager in accordance with EASTERN's policies and procedures and applicable federal and state law.

III. Delegation of Responsibility

It shall be the responsibility of the Director to establish, within the below guidelines, a procurement framework that will achieve the objectives of securing those items deemed essential to the operation of EASTERN's program as wisely, cost effectively, and expeditiously as possible while complying with all applicable laws and policies of the Joint Committee.

Purchases Budgeted - All purchases of goods and services that are within budgetary limits may be made upon authorization of the Business Manager.
Purchases Not Budgeted - When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Joint Committee by majority vote in the last nine(9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the Public School Code of 1949, as amended are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year. Budgetary transfers shall be authorized by an affirmative vote of two-thirds of the full number of Joint Committee members when such transfers are initiated by the Business Manager and recommended by the Director. Budgetary transfers may not be made after the end of the budgeted fiscal year. All necessary budget amendments must be formally adopted by the Joint Committee and recorded in the minutes to the Joint Committee meeting.
Cooperative Purchasing - The Joint Committee authorizes the Business Manager to negotiate appropriate cooperative purchase agreements in accordance with law and School policy.

IV. Guidelines

Bid specifications shall be prepared by the Business Manager or designee in accordance with the regulations set forth in Director Procedure Number DG109, as amended from time to time.

Bid specifications shall provide for alternates wherever possible. The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute, and not split purchases to avoid these requirements for bidding.

The Director or Joint Committee Secretary is authorized to advertise for bids in accordance with statutory procedures with prior approval of the Joint Committee. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened at a public meeting by the Director or Business Manager before one or more witnesses at a previously designated time and place. The Joint Committee shall award contracts to the lowest responsible bidder meeting specifications upon resolution of the Joint Committee, unless the Joint Committee chooses to reject all bids, or at the discretion of the Joint Committee where permitted by law.

Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing said bid and, before the bids are open, the contractor makes that fact known to EASTERN, the bid shall be returned unopened.

The Joint Committee also recognizes that emergencies may occur when imminent danger exists to persons or property, or the continuance of existing School classes is threatened, and the time required for bidding or for the Joint Committee to act in accordance with regular procedures cannot be provided because of the need for immediate action. In the event of such an emergency, the Joint Committee authorizes the Director and/or Business Manager to seek at least three (3) bids from responsible bidders and to take whatever steps are necessary to satisfy said condition.

Special Considerations for Purchase of Supplies

In the interests of economy, fairness and efficiency in its business dealings, the Joint Committee requires that opportunity be provided to as many responsible suppliers as possible to do business with EASTERN. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained by the Business Manager.

The Joint Committee recognizes its position as a major purchaser in the community. While it is the intention of the Joint Committee to purchase materials and supplies of quality at the lowest possible cost through widespread competition, local purchasing from businesses within EASTERN's attendance area, with the exception of pre-existing bids and contracts, will be favored whenever the following factors are equal between local and non-local vendors:

- Quality of product;
- Suitability of product;
- Price;
- Conformance to specifications;
- Convenience of delivery;
- General reputation of business firm; and
- Past services to EASTERN.

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