OPERATIONAL SERVICES

Purchasing

The Superintendent is authorized to direct expenditures and purchases within limits of the annual budget for the school year. The Board must approve capital outlay items, when the aggregate total of a requisition exceeds $80,000, except the Superintendent shall have the authority to make capital outlay purchases without prior approval when necessary to protect the interests of the District or the health and safety of staff or students. The Clerk will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds.

Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations. The Board adopts all applicable provisions of the Montana Procurement Act.

Bids and Contracts

Whenever the cost of any supplies, equipment, or work shall exceed $80,000, the District will call for formal bids by issuing public notice as specified by law. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50. The Superintendent will establish bidding and contract-awarding procedures.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. Such services and supplies may be purchased without complying with the above stated bidding requirements if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides and opportunity at least twice yearly for any vendor to compete, based on lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal References: § 18-1-101 et seq., MCA Public Contracts

§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for bids

Cross References:

Policy History:
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