

DODGELAND SCHOOL DISTRICT
Board Policy Manual

672 - Rule

PURCHASING PROCEDURES

General Procedures

1. The Board directs that all purchases from all funds under its control and responsibility be made after proper written documentation is secured to support such purchases, excluding purchases of an emergency nature.
2. Budgetary control shall be provided by a fully operative purchase order system.
3. For those items requiring Board approval the District Administrator shall make available to the Board, the price quotations or competitive bids obtained from vendors for goods or services. Copies are to be retained by the District Administrator or designee until the audit for a fiscal year has been completed and formally accepted by the Board, and in accordance with the records retention schedule.
4. The District Administrator is authorized to enter into cooperative agreements with other school districts or other governmental units for the purchase of any product or service when such arrangements will be for the benefit of the District.
5. The District Administrator is also authorized to obtain favorable purchase prices through quantity purchasing by consolidating purchases within the District.

Bids or Quotations

1. Vendor competition in purchasing shall be practiced whenever possible through obtaining bids or quotes.
2. Unless specified as an exception in this rule or required by state or federal law, no purchase shall be made for supplies, services or equipment costing \$8,000 or more unless competitive bids or quotations for those items are obtained and the purchase is approved by the Board.
3. Bids are not required for:
 - Instructional materials such as textbooks, books, tapes, films, workbooks, educational kits, periodicals, computer software and equipment, and audiovisual materials.
 - Replacement of parts for existing equipment when the value of the parts is estimated to be less than 50% of the total value of the equipment.
 - Cooperative Educational Service Agency (CESA) and other intergovernmental contracts as authorized by state law.
 - Maintenance contracts one year or more, and less than \$10,000 where the maintenance is to be performed on a routine or as needed basis on specific equipment. Such contracts shall include the additional costs of all repairs or replacement parts.
 - Professional service contracts (e.g., attorneys, financial advisors, consultants, etc.) when a long-term relationship has been established at a competitive cost.
 - Used equipment (including demonstrators) where a definite cost advantage can be demonstrated.
 - Prices from single source vendors provided the amount does not exceed specified limits.

4. When purchasing individual supply items or non-capital equipment costing less than \$1,000, informal quotations should be obtained to insure the best possible price.
5. The District Administrator or designee is authorized to purchase any item, or group of items in a single transaction, costing more than \$1,000 but less than \$8,000, upon the receipt of at least two quotations or bids. The decision to request quotations or seek formal bids shall be at the discretion of the District Administrator or designee.
6. Prior to commencing construction of a new building, or additions to or repairs or renovation of an existing building costing \$10,000 or more, the Board shall obtain competitive bids on all materials and labor to be required to complete the proposed construction, addition, repair, or renovation. Repair work normally done by school district employees is exempt from this bidding requirement.
7. When a formal competitive bidding process is determined to be appropriate and/or required, the following bidding procedure shall be followed by the Board, District Administrator and all other school officials who may have responsibility in this area.
 - a) Formal Bid Notice
 - The Board shall have discretion in determining the responsibility of the bidders, except when the purchase does not require Board approval and this responsibility is delegated to the District Administrator.
 - The notice shall be published at least twice in the local newspaper.
 - Vendors located outside the district and/or local area shall receive the notice directly by mail when feasible.
 - The District Administrator or designee shall compile lists of reputable and qualified vendors to insure the number of competitive bidders is sufficient.
 - The formal bid notice shall contain the following:
 - Invitation to file sealed bids with the District Administrator or designee;
 - Time limit for submitting bids to the District Administrator or designee;
 - Time and place of bid opening;
 - Statement that bid forms and specifications may be obtained from the District Administrator or designee;
 - Statement that the right is reserved to reject any or all bids and to waive technicalities; and
 - Penalty clauses, when appropriate.
 - b) Formal Bid Award
 - Bids shall be opened publicly at a specific time and place as stated in the bid notice. Bids may be opened by the District Administrator and/or designee, analyzed and brought to the Board for consideration in accordance with established procedures.
 - Bids shall be rejected and not included in the tabulation for consideration when:
 - Bids are not received at or prior to the time specified in the bid notice.
 - Bids are not firm.
 - Bids are not signed.
 - The bidder has changed or qualified the bid by: (1) changing the delivery of Free on Board (FOB) point to the disadvantage of the District; (2) offering unsatisfactory service or merchandise; or, (3) making other substantial change(s).

- The Board reserves the right to reject any bids which, in its opinion, are excessive, over the budgeted appropriation or not sufficient to properly meet specifications. The Board also reserves the right to reject the bid of a vendor whose services or products have previously failed to meet expectations.
- The Board further reserves the right to accept or reject any bid which it feels is in the best interest of the District. The Board delegates this authority to the District Administrator or designee for purchases not required to come before the Board.
- All bids received after the date and time specified in the notice shall be returned to the bidder unopened.
- Submitted bids are final and not subject to change.
- Final bid tabulations shall be available for inspection by bidders.
- The Board reserves the right to reject all bids when the lowest offer is higher than the amount available for the purchase, when faulty specifications or incorrect information results in offers of undesirable quality, or when the interest of the District will be served by a later bid request.
- When all bids are rejected the Board may re-advertise in a manner authorized by state law and Board policy.
- Unless otherwise stated in the bid notice, the award shall be made by total lot. However, the right is reserved to make awards by services, items or groups of items when it is in the best interest of the District to do so.
- Voluntary alternates submitted by bidders shall not be considered in determining low bids. Alternates may be negotiated after the successful bidder has been determined.
- The Board shall generally award the purchase or contract to the lowest responsible bidder, provided specifications are fully met. The Board shall also consider other factors as specified in Board policy. The Board may consider additional factors such as the following:
 - Brand/make preferences of the purchasing school or department.
 - Service related to the purchase located in the District/state.
- If the bids are equal in every respect, then the award shall be divided or shall be decided by drawing. Bidders affected by the drawing shall be notified and given an opportunity to have a representative present at the drawing.
- When the formal bidding process involves the construction of a new building, or additions to or repairs or renovation of an existing building, in addition to the procedures outlined above, the following special provisions may apply:
 - Each bidder shall be required to file a surety bond with the Board in the amount of 5% of the amount of the bid, conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance if the bid is accepted by the Board.
 - Performance bonds shall be required from the prime contractor in accordance with state law.