



Book	Policy Manual
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#### 6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3230, and Policy 4230 – Ethics and Conflict of Interest.

It is the policy of the Board that the Superintendent seek at least two (2) price quotations on purchases of more than \$1,000.00 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

When the purchase of, and contract for, single items of supplies, materials, or equipment amounts to \$10,000.00 or more, the Business Manager shall obtain competitive bids.

Bids shall be sealed and shall be opened by the Business Manager in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder. Each bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract; and
- C. experience and past performance in performing the contract.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening and shall be kept confidential by the District. The statements shall be reviewed and the bidder notified if is qualified to submit a bid.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$10,000.00. All other contracts require Board approval prior to purchase.

The Superintendent is authorized to purchase all items within budget allocations. ~~(-) For additional information on hiring consultants, see Policy 8125 – Consultants.~~ **[END OF OPTIONS]**

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before the Business Manager places a purchase order, the Business Manager shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Business Manager may make alternate suggestions to the requisitioner if, in the Business Manager's judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order; and
- E. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

### **Performance and Payment Assurances**

The Board will require that prime contractors provide a performance and payment bond issued by a surety company for all contracts in excess of \$100,000.00.

The Board may waive the bonding requirements for the prime contractor upon recommendation of the administration depending upon the financial stability of the prime contractor, experience of the prime contractor, value of the contract to be performed by the prime contractor, and cost of obtaining a bond issued by a licensed surety company.

In accordance with Policy 6450, the District shall give appropriate consideration to local suppliers for all purchases.

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48 C.F.R. Section 9.4

2 C.F.R. Section 200.213; 200.318 - 200.326

120.12(24), 66.0133, Wis. Stats.