

DJ - PURCHASING AND BIDDING GUIDELINES

The acquisition of supplies, equipment, and services will be centralized in the District Business Office. The Business Administrator shall be responsible for all phases of purchasing in accordance with Board Policy including requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other related tasks

Purchases are subject to the following guidelines.

1. Purchases will be made within the framework of the budget and consistent with School District goals and programs. Purchases beyond budget limitations must receive approval from the Business Administrator.
2. Purchases will be made receiving the best possible price, soliciting price quotations or bids as appropriate, for the desired product or service.
3. Purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more, will be made, when feasible, using a competitive bid process.
4. All purchases less than \$10,000 in amount may be made in the open market, but will, when possible, be based on quotations or prices from three different vendors.
5. All items purchased with federal funds, or local funds used to match federal funds, that have an acquisition cost of \$100 or more and will have a useful life of a minimum of one year shall be considered equipment. All federal funds equipment purchases are to be approved by the Federal Funds Project Manager.
6. All federal funds equipment purchases in the amount-\$10,000 or more will be put out to bid per policy.
7. Contracted services for educational and support services will be made directly contracted with the source of the service and not through an intermediary person or agency when possible.
8. Purchases may be made by joining in cooperative purchasing with other school districts or governmental agencies to take advantage of lower prices and to reduce bidding costs.
9. Purchases may be made joining in wholesale memberships to take advantage of lower prices and eliminate or reduce shipping expenses.
10. Purchases will be made using properly approved purchase orders.
11. Special arrangements may be made for ordering perishable, emergency supplies, mileage, facilities, and general supplies.
12. Schools are encouraged to purchase goods and services locally when such goods and services are available, of at least equal quality, and at competitive prices.

When bidding procedures are used, the following guidelines apply.

1. Bids will be advertised appropriately.
2. Suppliers will be invited to have their names placed on bid lists to receive invitations to bid.
3. When specifications are prepared, bid specifications will be provided to all vendors who have expressed interest.

4. All bids will be submitted in sealed envelopes, addressed to the District, and plainly marked with the bid name.
5. Bids will be opened at the time specified and all bidders and other persons will be invited to attend.
6. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids.
7. Any bid received after the time and date specified shall not be considered.
8. The Board reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.
9. The bidder to whom the award is made shall be required to enter into a written contract with the District.
10. Bids including the use of Federal Funds shall include when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, each of the below:
 - a. The percentage of the total costs of the program or project which will be funded with Federal money,
 - b. The dollar amount of Federal funds for the project or program, and
 - c. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
11. All bids shall include a statement summarizing this policy.
12. Exceptions to this policy may be granted in order to meet specific curriculum and/or educational goals. Approved cooperative purchasing agreements, bulk warehouse purchasing, and “single source” purchasing are also excluded from this policy.

Statutory/Regulatory/Policy/Handbook Cross References

Public Law 101-166, Section 511, Information about the Use of Federal Funds

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 b (Substantive Duties of School Boards)

Federal Funds Financial Management Manual, Chapter 15, Purchasing Standards

Handbook (None)

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