

Business and Non-Instructional Operations**Expenditures****Purchasing Requirements****Purchasing Requirements**

Definitions

- A. Bid: A formal announcement that states the District's process, procedures, and timelines for accepting a sealed bid based on a published list of specifications.
 - a. Bid specifications or quotations shall be developed for larger dollar volume purchases and shall be coordinated between the user and the district Business office.
- B. Advertise for Bid: The District shall advertise for bids in the legal section of the newspaper of record and/or other forms of media as determined by the District.
- C. Request for Proposal (RFP): A request for proposal, (RFP), is based upon District bid package information and vendor, product or service recommendations. An (RFP) is subject to District review and approval.
- D. Quotation: An informal process whereby the District seeks competitive pricing and terms based on industry standards of the item(s) being quoted. Such quotes are verbal and shall be followed up in writing or by facsimile.
- E. Emergency: For this policy, an emergency shall be defined as an unforeseen occurrence, which could affect the life, health, welfare, or safety of the District's children, employees, or property. An emergency situation requires immediate action where it is not possible to convene a quorum of the Board with proper public notification. In declaring a situation an emergency, the Superintendent, or his/her delegate, shall rely on common sense rules of prudence and good judgment, and such decisions shall be subject to Board review.

General Procedures

- A. In awarding purchases or contracts for services, the Superintendent, or his/her designee, shall consider the following
 - 1. price
 - 2. quality of product
 - 3. service, delivery and maintenance of product;
 - 4. suitability of product
 - 5. conformance to needs and specifications
 - 6. past performance to the school district
 - 7. vendor reliability
- B. 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 a minor or emergency nature.
- C. The Board will have a fully operative purchase order system as a means of budgetary control.
- D. Vendor competition in purchasing shall be practiced whenever possible.
 - 1. Original bid lists shall be compiled from names of vendors who have previously served in the district and for whom there are records in the business office; or from
 - 2. vendors who write or call in person at the office requesting their names be placed on the bid lists; or from

3. vendors who have responded to the District's yearly request for bidders published in local newspapers and trade journals; and/or
4. vendors who have been recommended to the District.

The names of vendors who do not bid for a two-year period shall be removed from the list. Suppliers may again be listed upon their request, providing the request is in writing well in advance of the date(s) bid lists are issued.

Inferior service and/or materials are cause for the removal of a vendor's name from the bid list.

- A. All expenditures from the Capital Projects Fund, (Fund 40), shall be presented to the Board for approval before a commitment is made, except for emergency situations, in which case the Superintendent may approve the expenditure and report it to the Board at the first practical opportunity.
- B. Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds must be available in said accounts, or line item transfer approval must be given by the Superintendent or Board according to transfer authority provided in the approved budget, policy and state law.
- C. The Superintendent shall make available to the Board, a listing of price quotations or competitive bids obtained from vendors for goods or services. The original bids are to be retained by the Superintendent, or his/her designee, until the audit for a fiscal year has been completed and consistent with the records retention schedule.
- D. The Superintendent is authorized to enter into cooperative agreements with other school districts for the purchase of any product or service used by the school district, when such arrangements will be for the benefit of the district.

Non-negotiated Purchases

Non-negotiated purchases can be made by the Director of the Business Services when there is only one supply source.

Bids or Quotations

- A. Bids are not required for:
 1. Instructional textbooks, books, tapes, films, workbooks, educational kits, periodicals, computer software and equipment, and audio visual materials. Miscellaneous and operational supplies less than **\$20,000** or replacement parts for existing equipment where the value of the replacement parts are estimated to be less than 50 percent of the total value of the equipment.
 2. Educational prices from single source vendors, municipal/government/state/federal contracts or state buys.
 3. Maintenance contracts of at least one year's duration 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.
 4. Used equipment, (including demonstrators), where a definite cost advantage can be demonstrated.
 5. Negotiated Purchases - The Superintendent or his/her designee, shall have the authority to negotiate purchases, and/or services, where multiple bidders are not available, or where a negotiated purchase would result in significant demonstrable advantage to the District.

- B. Informal quotations to insure the best possible price, (verbal information of price on equal products or services), secured in person or by telephone, should be used when purchasing individual supply items or non-capital equipment costing less than **\$20,000**.
- C. The Superintendent, or his/her designee, is authorized to purchase any item, or group of items in a single transaction, costing more than \$5,000 but less than **\$20,000**, upon the receipt of at least three written quotations or through advertising for bids.
- D. Except as provided in sub-section 4a no purchases shall be made for supplies, services or equipment costing **\$20,000** or more unless competitive quotations or bids for those items are obtained, provided the purchase is a budgeted item and the purchase is approved by the Board.
- E. Bids shall be opened at a specific time and date as stated in the bid instructions. Formal bid openings shall be opened publicly at a specific time, date, and place as stated in the bid instructions, or in the invitation to bid.
- F. The Superintendent shall have discretion in determining responsibility of the bidders, and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met.
- G. The Superintendent reserves the right to accept, or reject, any and all bid/s which he/she feels is in the best interest of the district and may re-advertise in the event all bids are rejected, in a manner provided by state law and Board policy.
- H. Competitive Bids on Building Construction and Additions.
 - 1. Negotiated Contract - Prior to commencing construction of a new building, or additions to an existing building costing **\$20,000** or more, the District Administrator shall obtain competitive bids on all material and labor to be required to complete the proposed construction or addition. When appropriate, bid specifications shall include penalty clauses. Repair work normally done by school district employees is excepted from this bidding requirement.
 - 2. The Superintendent shall advertise for bids once each week for two successive weeks in a newspaper of general circulation in the area where the building or addition is to be constructed, or where the repair or renovation of the building is to take place.
 - 3. Bids on prime contracts shall be opened publicly at a specific time and place as stated in the bid advertisement or in the invitation to bid. Bids may be opened by Superintendent and/or his/her designee, analyzed and brought to the Board for consideration in accordance with established procedures.
 - 4. Bids on a guaranteed maximum price, (GMP), contract shall be available to the public after the closing of the bids.
 - 5. The Superintendent may reject any or all bids, and may re-advertise in the event all bids are rejected, in a manner provided by state law and Board policy.
 - 6. Voluntary alternates submitted by bidders shall not be considered in determining low bids. However, such alternates may be negotiated after the successful bidder has been determined.
 - 7. Performance bonds shall be required in accordance with state law.

Competitive Quotations or Bids on Buildings and Grounds Repairs

- A. Prior to commencing the repairs of buildings, equipment or sites, the Superintendent, or his/her designee, shall obtain competitive quotations or bids on all material or labor required to complete the proposed repairs. When appropriate, bid specifications shall be used.
- B. The Buildings and Grounds Department shall maintain a project file on each capital project completed from the Buildings and Grounds Long-range Plan. The project file shall include:
 - 1. Projected budget

2. Specifications, if applicable
3. A list of vendors that a quotation or bid was requested from
4. Summary of quotes or bids received
5. A copy of original quotes or bids

Purchasing for Resale to Individuals/Organizations

Under no circumstances may the District purchase items for resale to District staff or other individuals or organizations for personal use.

Any employee buying merchandise without an authorized purchase order or the building principal's approval shall be personally liable for the cost involved.

No employee shall accept any item or other consideration from any individual or firm, which transacts business with the District. If substantial evidence of such acceptance of items or other considerations are made known to the Superintendent he/she shall instruct the Director of Business Services to cease any transactions with the firm or business representative for a period of one year.

Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such purchases shall be reported to the Board at the first practicable opportunity.

Purchasing Rules and Regulations

The Superintendent shall develop the necessary rules and regulations to implement this policy, including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

Legal Reference: **Section 19.59, Wisconsin Statutes**
 Section 120.12(24), Wisconsin Statutes
 Section 120.13(5, 33), Wisconsin Statutes
 Section 946.13, Wisconsin Statutes

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