

PURCHASING

The Board of Education authorizes the Director of Business Services to supervise the purchasing of all supplies, materials, equipment and contractual services for the School District of Jefferson in accordance with procedures and guidelines developed by the administration. Any purchase not processed in this manner becomes the personal liability of the purchaser.

An attempt shall be made to achieve maximum price advantage within quality specifications. Efforts shall also be made to effect savings in purchasing and maintenance through the standardization of specifications for similar items used throughout the district.

Less than \$2,000 - The Director of Business Services shall determine the method to be used in evaluating prices for expenditures less than \$2,000. All purchases less than \$2,000 may be at the discretion of the Director of Business Services.

\$2,000 to \$5,000 - Bids or quotations shall be required for all single item expenditures of \$2,000 to \$5,000, except as otherwise specifically provided. All contracts for and purchases of supplies, materials, equipment and contractual services in this range shall be based, whenever possible, on at least three competitive bids. All purchases in this range shall be at the discretion of the Director of Business Services.

\$5,001 to \$50,000 - A minimum of three formal competitive bids shall be required for single item or project groupings of supplies, materials, equipment or contractual services of \$5,001 to \$50,000. Bids shall be evaluated on the basis of district specifications. If at least three bids are not received for any single item or project grouping, the Board Treasurer shall have the authority to approve the purchase as recommended by the Director of Business Services or to forward the decision to the Budget Committee for action. If three or more bids are received, the Director of Business Services shall have authority to approve the purchase.

Over \$50,000 - A minimum of three formal competitive bids shall be required for single item or project groupings of supplies, materials, equipment or contractual services of more than \$50,000. Bids shall be evaluated on the basis of district specifications. The Board of Education must approve, prior to purchase, any single equipment item or service or project grouping of items that exceed \$50,000 in total cost. The Board President or designee may waive this prior approval if an emergency condition exists.

Impartial and open consideration shall be given by the Director of Business Services to bids and quotations from vendors.

The School District of Jefferson reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the School District of Jefferson. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

No board member shall have either direct or indirect financial interest in any contract or in any manner be connected with the furnishing of supplies, materials, equipment or contractual services.

ADOPTED: April 24, 1995

REVISED: June 26, 1995
June 26, 2000

LEGAL REF.: Wisconsin Statutes: 66.949
120.12(24)
120.44(2)

CROSS REF.:

REVIEW DATE: February 29, 2012