

SCOTLAND BOARD OF EDUCATION

Board Policy

Business/Non-Instructional Operations

Purchasing Procedures

Soliciting Prices (Bids and Quotations)

Introduction

The Superintendent of Schools, or his/her designee, is authorized to purchase all goods and services for the Scotland School System. He/she shall be responsible for developing and administering the purchasing program of the Board of Education.

Procedure

1. For any school expenditure, which may be made within the limits of the major classifications of the approved budget the Superintendent of Schools may approve and direct purchases not to exceed \$7,500 for any one expenditure.
2. Approval of the budget authorizes the Superintendent to approve and direct purchases exceeding \$7,500 for any one expenditure, providing the item is specifically listed in the budget.
3. All purchases greater than \$7,500 but less than \$15,000 for any one expenditure will be made in the open market, but shall be based on at least two competitive quotations or prices. All purchases made in the open market shall be consummated after careful review.
4. All purchases of supplies, materials, equipment, contractual services, etc., in excess of \$15,000 including a continuing order or contract for the purchase of the same commodity over a period of time shall be based on competitive sealed bids or proposals. The Superintendent or his/her designee shall award the purchase or contract to the lowest responsible bidder thereon or may reject portions of or all such bids or proposals.
5. No purchases will be made without an authorized pre-numbered purchase order.
6. The Superintendent of Schools may, at his/her discretion, utilize other governmental agencies' bid awards in complying with this policy. The following items (**examples**) may be bid through a Regional Educational Service Center:
 - a. Copy, computer, and fax paper.
 - b. Custodial and maintenance supplies.
 - c. Health and safety supplies.

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Purchasing Procedures (Cont'd)

Soliciting Prices (Bids and Quotations) (continued)

Introduction (continued)

d. Office, instructional and art supplies.

e. Heating and diesel fuel.

7. The Superintendent of Schools shall inform the Board, in a timely manner, to the awarding of all competitive bids that have been made by the Superintendent or his/her designee.

8. Bids are not required on the following:

1. Purchases where only one supplier exists.

2. Preliminary architectural services.

3. Legal services.

4. Services requiring specific expertise. (consultants, specialists)

5. Textbook purchases.

6. Others, approved by the Board.

Emergency Situation

The Board of Education recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections A and B may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board of Education at its next regular meeting detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The authority to sign contracts is delegated to the Superintendent of Schools or his/her designee

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Purchasing Procedures (Continued)

Soliciting Prices (Bids and Quotations) (continued)

Introduction (Continued)

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.