

Business/Non-Instructional Operations

Purchasing Procedures

Purchasing practices and procurement shall serve two goals; first, there must be an adequate supply of goods and related services to meet the educational and operational requirements of the school system. Second, purchasing is to be at costs that are fair, reasonable, that yield the greatest possible education value and are competitive as judged by standards of other school systems and by the business world.

Educationally professional services; e.g., teaching and consulting, are not covered by this policy. Services performed by district employees acting in that capacity are not covered by this policy.

Definitions

- Quotation: A notice, either orally or in writing whereby a vendor informs the purchaser of the conditions and price under which he will furnish supplies, materials, equipment or services to the purchaser.
- Bid: A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the purchaser, whereby a vendor informs the purchaser of the conditions and price under which he will furnish supplies, materials, equipment, or services to the purchaser in response to a set of specifications set forth by the purchaser.

The Board of Education authorizes the superintendent/designee to procure physical goods, including equipment and supplies, and services that maintain, repair or replace these goods. The policy also applies to purchases, service contracts, leases, lease/purchase arrangements, rentals, insurance, computer software, and other forms of procurement as follows:

1. Soliciting Prices – Sealed Bids and Quotations

- For purchases less than \$5,000, no quotes or bids are required.
- When a single item or service, or group of like items, cost \$5,000-\$10,499 two (2) price quotes are required if feasible sources are available.
- When a single item or service, or group of like items, costs \$10,500-\$24,999, three (3) written quotes are required.
- When a single item or service, or group of like items, costs \$25,000 or more, a formal bid process through the district's Central Office is required and must be awarded by the Board.
- For purchases or projects of \$100,000 or more, bids should be advertised or in accordance with state law. Such notice will state the time and place for receiving bids and contain a brief description of the subject matter.
- The superintendent/designee shall begin the formal process of accepting sealed bids or proposals, giving ten (10) days public notice thereof by the Connecticut Department of Administrative Services website. The bids shall be opened publicly in the presence of at least two (2) witnesses whose names shall be recorded as a permanent record of such

procedures. Copies of all bids are to be transmitted to the Finance Committee of the Board, for its consideration and recommendation, prior to a Board award.

The Board/superintendent/designee shall generally award the purchase or contract to the lowest responsible bidder, but may accept or reject any or all such bids if it is deemed in the best interest of the school district to do so. However, when it shall be in the best interest of the school district and is approved by the Board, sealed bids need not be required.

2. Vendors will receive consideration and be afforded equal opportunity without regard to race, ethnicity or gender. Businesses that have previously demonstrated favorable performance for the district, or are located in Willington, or have sales personnel residing in Willington may have favored status if factors of cost, quality and other pertinent matters are essentially equal to those of competing businesses.
3. The Board of Education (Board) delegates the responsibility for purchasing of supplies, equipment and services to the Superintendent or his/her designee in conformance with this policy and the laws and regulations of the State of Connecticut and the State Department of Education.

The Board assigns the Superintendent the responsibility for ensuring quality and quantity of purchases that the Superintendent authorizes and for evaluating the quality and quantity of purchases directed by the Board. The Superintendent is to exercise prudent judgment in making expenditures.

4. The Board recognizes its responsibilities to develop a list of capable vendors and will take affirmative action to make sure multiple responsible bids are received in each required situation.
5. Except when otherwise authorized by the Board, all expenditures shall fall within budgetary limits.
6. The District will, where appropriate and advantageous to the system, join in cooperative purchasing with other school districts and public entities. The state bid list also may be used as a competitive source of purchases. The Board sanctions the use of the provisions of Public Act 08-141 (reverse auction) when deemed feasible and to the advantage of the District.
7. Procurement that is beneficial to the financial interest of any member of the Board or any employee of the district is prohibited.
8. In the event of an emergency, the Superintendent is authorized to make procurements as are required for resolving the emergency situation. An emergency is defined for purposes of this policy as a sudden and unexpected event that has or can have a deleterious effect on persons or property and that requires immediate remedial action. The superintendent/designee will report this to the Board at the next regularly scheduled meeting.

9. The purchase system shall be followed as established, with exceptions to be made only upon the approval of the Board, within the limits of applicable law and governmental regulation. Purchases or contracts made outside of the approved purchasing system and without authorization by the Board shall not be the responsibility of the Board.
10. Unless there is a prohibitive reason, use of brand or trade names (in specifications) shall, for the purpose of identification only, and followed by the words “or equal.” Use of generic product descriptions and/or capabilities shall be the preferred practice. Bidders who take advantage of the “or equal” phrase shall be given equal consideration to those bidders using brand (or trade) names. In the event of a dispute (over brand name versus “or equal”) the unsuccessful bidder(s) shall have the right to petition the Board in writing for a resolution and judgment on the specific situation involved.

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WILLINGTON PUBLIC SCHOOLS
Willington, Connecticut