

740 BIDDING REQUIREMENTS, PURCHASING, AND PAYMENT PROCEDURES

I. BIDDING REQUIREMENTS AND PROCEDURES

Bids shall be advertised on all large purchases on which specifications can be reliably written and the quality and quantity determined.

All sealed bids are to be opened in the office of the Board at the specific time stated in the bid form. All bidders shall be notified of the opening and invited to be present.

Bids received after date and time specified in the specifications shall be returned to the bidder unopened.

The Board shall have discretion in determining the responsibility of the bidders and shall award the contract to the lowest responsible bidder, providing he fully meets the specifications.

Changes in the amount or the condition of the bid will not be allowed once the bid has been received by the Board or its agents. Awards shall be made only on the specifications advertised or amended prior to the official opening of the bids.

Price quoting will be done by various department offices. Two or more quotations are required on all items of equipment costing over \$5,000 but less than \$175,000.00. On items exceeding \$175,000.00 formal sealed bidding procedures will be used.

Bid Specifications

Product specifications will be written in a manner that will minimize vendor misinterpretation and yet be in the vernacular of the trade.

Specifications will be sufficiently broad to permit competition while retaining the desired level of quality. In all cases the dominant factors should be quality, price and services.

Legal References: Minn. Stat. § 123B.52 & 471.345 (Contracts)
Minn. Stat. § 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minn. Stat. § 471.87 (Conflict of Interest)

Transferred from ISD 318 revised policies DJ, DJB, DJE, DJF, DK 2009,
Revised 2015, 2019

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II. PURCHASING

The Board has the responsibility to assure that all purchases are made in the best interest of the District.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The Superintendent shall employ purchasing procedures which comply with all applicable laws and rules of the State.

Standardization of Supplies & Equipment

To help achieve both quality control and the price advantages of quantity purchasing the administration is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite several existing commercially available “standard brands” that meet those specifications acceptably as examples.
3. Invite vendors to bid on those examples or comparable ones which the vendors believe to be acceptable according to the specifications.

Conflict of Interest

No purchase will be made from a member of the Board, nor from a member of his/her immediate household, nor from any enterprise in which he/she holds a substantial interest except for public utilities.

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III. PURCHASING PROCEDURES

Requisitions for budgeted items shall originate with key personnel directly responsible for their use. The Superintendent shall arrange appropriate administrative review whereby all requisitions will be examined and approved or disapproved.

The business office will receive and process approved requisitions in a manner most beneficial to the overall purposes of the schools.

School supplies or equipment purchased on the request of individual teachers remain the property of the School District and may be used by other teachers if so needed.

All purchases by the School District are governed by law and must conform with stipulated procedures. Only requisitions properly filled out and signed will be considered by the School District. Requisitions must be routed through the building principal. District employees ordering school supplies without following the above procedure will be held personally responsible for payment of incurred costs.

Materials can be ordered on approval and charged to the District if handled with proper requisition.

Requisitions forms for needed supplies are available from the appropriate administrator.

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IV. LOCAL PURCHASING

Local purchasing will be favored whenever the following factors are equal between local and nonlocal vendors:

1. Price
2. Quality of product
3. Suitability of product
4. Reputation of serving product
5. Conformance of specifications
6. Promptness of delivery
7. General reputation of business firms

In accord with Board policy favoring local purchasing, the following procedure will be used:

1. In case of tie satisfactory bids, within-state ones will be chosen over out-of-state
2. In case of tie satisfactory bids, within-the-school district ones will be chosen over out-of-school district.

The District purchasing agent should not feel bound to purchase any item locally that can be secured at a saving to the District from outside sources.

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V. PAYMENT PROCEDURES

The Board will authorize payment for goods and services:

1. Contracted for within budgetary limits,
2. Purchased according to the purchasing policies and regulations of the School District,
3. Certified by the individual receiving as having been received in acceptable condition.

The business office will audit all invoices and requests for payment prior to vouchering for payment. Bills failing to conform to legal requirements will be processed in the manner considered appropriate before payment is made.

All payments for school obligations shall be made by prenumbered checks. All payments shall be supported by proper invoices and/or other substantiating detailed information.