

350 PURCHASES BY AGENTS OF THE BOARD

It is the policy of the Board that its agents make all purchases of equipment, materials and services with the desired quality on the basis of the least cost when practical. Bids or quotations are required for all items (or groups of items) which exceed \$10,000 in cost.

The Board does not require bids or quotations for the following areas:

- A. Educational items such as textbooks and workbooks or educational items where particular features are advantageous to the program.
- B. Professional services such as attorneys and architects.
- C. Replacement parts or maintenance contracts for existing equipment or mechanical systems.
- D. CESA services used by the District.
- E. Other services, equipment, or supplies that agents of the Board feel are not appropriate to receive bids or quotations.

It is the intention of the board that all qualified suppliers have an opportunity to bid or quote to the school district. If all purchase factors are relatively equal the Board will purchase from agents, vendors and manufacturers residing in the school district. If practical and economically prudent, all local vendors and manufacturers will have the opportunity to provide services or goods to the school district.

Agents of the Board who make purchase determinations should keep records of quotations to verify purchase decisions that are primarily based on price. Such records shall be reviewed and initialed by Business Administrator and/or District Administrator.

Approved – January 11, 1988
Revised – March 10, 2003