

POLICY 3320

PURCHASING AND BIDDING

1:0 POLICY STATEMENT

- 1:1 The Fairhaven School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
- 1:2 The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.
- 1:3 The School Business Administrator will serve as purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.
- 1:4 School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the School Business Administrator, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

2:0 PURCHASING AUTHORITY

- 2:1 Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.
- 2:2 The purchase of items and services on such lists requires no further committee approval except when by law or committee policy the purchases or services must be put to bid.

3:0 PURCHASING PROCEDURES

- 3:1 It is the policy of the Fairhaven Public Schools to require written quotations or bids on all purchases, which involve the expenditure between \$5000 and \$25,000. (Town By-Laws Chapter IV, Section 3, and MGL 30B) Insofar as practicable, all contracts and open-market orders for purchase by the Fairhaven Public Schools shall be based upon specifications, which are definite and certain as to character, and which conform to standard specifications for the various classes of supplies, materials, parts of equipment approved by the Superintendent of Schools or a member of the supervisory and administrative staff under his/her direction, and which are within budget limits. All orders issued by the school system for supplies, materials, parts of equipment, repairs, and construction, (defined by MGL 30B and 149) for which specifications have been prescribed, shall contain a description of the goods ordered conforming with such standard specifications and with the bid as issued. In addition, a definite delivery date will be stated on the order, which shall be agreed upon between the Superintendent of Schools and the vendor and/or contractor.

4:0 BIDDING PROCEDURES

- 4:1 The right is reserved to combine bids on an individual item basis, to award bids on a total bid basis, to reject any or all bids as submitted, and to make such selection of materials or equipment as is, in the best judgement of the School Committee or the Superintendent of Schools, best suited for the purpose intended.

- 4:2 Pursuant to MGL 30B a minimum of three (3) competitive quotes shall be sought on all bids of \$5000 or more in value. On orders in excess of \$25,000 advertised bids or proposals must be sought.
- 4:3 Sufficient notice (telephone, letter, or formal invitation to bid) shall be given to allow for open competition. On items under \$5000 the School Business Administrator may, at his/her discretion, secure three (3) competitive quotations from firms of her own choosing, who in his/her opinion, can supply materials, equipment, or services, of an acceptable quality to meet the purposes of the specifications.
- 4:4 Sealed bids must be sought for orders in excess of \$25,000, and if specified, shall be opened at a specific time and place and bidders invited. Such bids shall be sealed and shall be opened by the School Business Administrator or his/her designee, in the presence of at least one other person. (The School Business Administrator may assume the responsibility for opening of bids with a large number of items, or which in all likelihood, will need interpretation or evaluation.) Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of thirty (30) days after opening. The School Committee may reject any or all bids or parts of bids, if in their opinion such rejection would be in the best interest of the Town of Fairhaven and the Fairhaven Public Schools.
- 4:5 All open-market orders or contracts shall be awarded to the lowest, responsive and responsible, qualified bidder, consideration being given to the quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and past performances of bidders.

5:0 PROFESSIONAL ACTION DIRECTIONS

- 5:1 The School Business Administrator shall have the authority, once an item or group of items has been approved for budget purposes, to purchase all items up to \$5000, or draw up specifications and present recommendations for award on items between \$5000 and \$25,000, pursuant to the foregoing regulations of this policy

Adopted: June 11, 1963

Revised: April 26, 1972
June 13, 2001
May , 2003