

STATE PURCHASE REQUIREMENTS FOR EQUIPMENT, MATERIALS, AND SUPPLIES

Policy Code: **6430-R**

The following procedures are implemented pursuant to the Superintendent's authority outlined in Policy 6430 in order to facilitate an efficient and cost-effective procurement of equipment, materials, and supplies. The following procedures apply to Central Office Departments. Purchasing performed by individual schools should follow the requirements provided by Board policy and the district's Purchasing Division.

A. INFORMAL BIDS (\$30,000 TO \$90,000)

For purchases costing between \$30,000 to \$90,000, informal bids may be conducted by Central Office Departments, with oversight and support provided by the Purchasing Division. Except for the School Nutrition Department, which must follow a Board- approved procurement plan, the following requirements apply to informal bids:

1. The Department must attempt to solicit bids from at three vendors unless utilizing one of the exceptions listed in Policy 6430 (e.g. state contract purchase, piggybacking, etc.). A minimum of two must be secured and the award will be given to the lowest, responsible bidder unless otherwise allowed by law.
2. In the event only one bid is received, the decision to award the bid to the sole bidder or to bid the purchase again will be determined by the District's Purchasing Officer.
3. Each request for bid must include sufficient specifications to allow the vendor to provide an accurate bid as well as a date and time that all bids must be received.
4. Bids may be received in writing, over the phone or electronically, including through e-mail, or through reverse auction. Departments may utilize competitive sealed bids as well. Bids received over the phone must be recorded in writing.
5. A bid tabulation sheet for each bid will be maintained by the department soliciting the bid.

B. REQUIREMENTS FOR PURCHASES FOR LESS THAN \$30,000

For purchases less than \$30,000, no formal process is required, however, purchasing decisions should be made under conditions that foster competition among potential vendors and after considering price, quality, timeliness of delivery and performance. If informal procedures are used for purchases less than \$30,000, the informal procedures described in Policy 6430 and in Section A, above, will be followed.

Adopted: May 7, 2020