

BIDS AND QUOTATIONS

Purpose

The purpose of this regulation is to establish uniform purchasing and bidding practices throughout the school district. The scope of these regulations shall include the use of any fund controlled by the board of education and shall be followed by all school district employees.

Definitions

1. Contract: A contract shall be a regularly approved purchase order, an approved claim, an approved activity fund purchase order or a written agreement for purchasing.
2. Expenditure: An expenditure is a single disbursement of funds to a contractor or vendor.
3. Construction: Construction means repair, remodeling, improvement of a school building or erection of a building by a contractor or vendor or the purchase of materials for these purposes.
4. Quotations: These are prices obtained without going through the bidding procedure.
5. Board Approval: Approval of a contract of purchase, bid or quotation is submitted to the board of education. It is then placed on the board's agenda and the transaction is voted on during a meeting of the board.
6. Sealed Bid: This is a formal bid letting that conforms to the requirements of the Competitive Public Bidding Act.
7. Force Account: This is an account that may be used by the district to purchase materials to be used by school employees for repair or improvements of a building.

Control of Funds

The board authorizes the superintendent, or his/her designee, to encumber funds as budgeted for the fiscal year ending June 30. Expenditures made pursuant to said encumbrances shall be approved or disapproved at each subsequent board meeting.

Records

The board shall keep a written record covering all purchases. This record shall include written purchases, encumbrances, orders, a signed copy of the order showing receipt of goods, a copy of the invoice, and a claim showing time of payment.

Purchasing Requisitions

Any employee may request through his/her supervisor to requisition such materials as may be needed. If the supervisor agrees with the request, it is sent to the superintendent for approval and purchase.

BIDS AND QUOTATIONS (Cont.)**Filling Purchase Orders**

A material service request form is submitted to the superintendent. Upon receipt of the request, acknowledgment of receipt of the request will be returned to the submitting employee. A purchase order based on the submitted requisition will be mailed or delivered to the vendor, and the district will keep one copy.

Receiving Shipment

Upon receiving shipment, the receiving employee must sign and date the invoice, certifying that all items were delivered.

Purchasing and Bidding Guidelines

Bids shall be taken when the cost of any item exceeds \$5,000 or when purchasing large quantities of a specific item, such as computers, furniture, or equipment, and the total cost of all purchased items will exceed \$5,000. These bids shall be attached to the PO and invoice for that item. Bids will not be required for the purchase of general and instructional supplies. Bids will be accepted on a "Best Bid" basis and not necessarily on the "Lowest Bid".

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. If a public construction contract is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;

BIDS AND QUOTATIONS (Cont.)

3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123