

## **BOARD POLICY FOR EAU CLAIRE PUBLIC SCHOOLS FOR PURCHASING GOODS AND SERVICES**

**PURCHASING FROM DISTRICT EMPLOYEES:** The Board of Education shall not purchase equipment or supplies from an employee of the district, nor from any firm in which an employee or member of his household holds a 10% or greater financial interest.

**PURCHASE THROUGH THE DISTRICT:** The Board members and employees shall not make any purchase through the district for personal use. The name of the district or school, or an employee's positions, shall not be used in such manner that discounts or cost preference are given to such person. Purchasing equipment and supplies by the district for resale to employees is prohibited.

**EMERGENCY PURCHASES:** Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare and/or safety of the district's students or employees.

**QUALITY CONTROL:** The Board of Education reserves the right to establish the quality of any quality of any goods or services purchased by the district.

**SPECIFICATIONS:** It is the responsibility of the originator of a request to see that each item on a requisition is complete as to the specifications.

**STANDARDIZATION:** The Standard List of supplies and equipment shall be developed in all budget areas whenever possible.

**QUANTITY PURCHASING:** Quantity purchasing is encouraged whenever possible.

**COST CONTROL:** The Board of Education reserves the right to maintain cost control authority over any goods or services purchased by the district.

**COOPERATIVE PURCHASING:** The superintendent is authorized to consider, and recommend for board approval, membership in cooperative purchasing organizations which would be of benefit to the district.

**BIDS AND QUOTATION REQUIREMENTS (CF. DJAB):** All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the district's bidding procedure by the district's purchasing agent.

The purchasing agent shall develop and maintain lists of potential bidders for various types of potential bidders for various types of materials, equipment, and supplies. Such bid lists shall be used in the development of mailing lists for distribution of specification and invitations to bid.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon creation of bid lists and upon request.

All bids and supporting documentations shall be retained in the district's office with the business manager for a period of one year after bids have been opened.

**BID SPECIFICATIONS:** All bid specifications shall be written by the district's purchasing agent (superintendent and/or business manager) in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; and other items as the board directs.

**LOCAL PURCHASING:** The Board of Education shall purchase school equipment and supplies from local vendors whenever possible, providing that price, quality, and service of the local vendors. Bids shall be solicited from non-local vendors in order to establish a fair market price for equipment and supplies.

Local vendors shall be given preference if their bid or quoted price is within five percent of the low bid or quoted price, not to exceed a purchase shall be divided among several local vendors when appropriate. The superintendent and/or business manager shall make all authorized purchases as he deems best after carefully weighing all matters.

**REQUISITIONS:** The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

**PURCHASE ORDERS AND CONTRACTS:** The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods for the district.

**VENDOR RELATIONS:** Vendors shall make contacts through the superintendent and/or business manager. Vendors shall not contact other administrators or school employees directly unless such contact is approved or authorized by the superintendent.

**PAYMENT PROCEDURES:** Payment of bills shall be considered by the Board of Education at regular board meetings upon recommendation by the superintendent.

Upon receipt of a request for payment by a district vendor, and upon receipt of all goods or satisfactory completion of all services from said vendor, the board may authorize payment to said vendor within 30 days and full payment within 45 days.

The Board of Education may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of an early payment discount.

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