RIVER ROAD INDEPENDENT SCHOOL DISTRICT BOARD OF EDUCATION AMARILLO, TEXAS

Date: Monday, Nov. 14, 2011 Related Page(s): This page +2

Subject: Revision of CH(Local) Presented By: Mike Hodgson,

Business Manager

ACTION

BACKGROUND INFORMATION:

We recently had a question from Jacob Mayer about whether our policy CH(Local) that was on our website was the current version. After extensive research, we found that it was not, because the Board had modified the policy in 2007 to change the amount that was listed in the policy from \$10,000 to \$25,000.

At this time we would like to change the policy again, increasing the \$25,000 to \$50,000 which is the new threshold for bidding that was changed by the Texas Legislature in 2009.

We have also added three exceptions to the requirement to obtain board approval prior to a purchase. Those exceptions were taken from the CH(Local) policy of Canyon ISD. We would have taken the Canyon ISD policy verbatim, but we were not comfortable with increasing the amount listed in the Purchasing Authority section to \$100,000.

PRESENTATION/PURPOSE:

This presentation is to present a request to update Policy CH(Local).

BOARD ACTION REQUESTED:

It is requested that the Board approve the Policy CH(Local) as presented.

PURCHASING AND ACQUISITION

CH (LOCAL)

PURCHASING AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

- 1. A purchase made pursuant to a Board-approved interlocal contract, a cooperative purchasing program, or a state purchasing program, in accordance with law;
- 2. A continuing or periodic purchase under a Board approved bid or contract;
- 3. Any purchase of produce, fuel, or utilities.

PURCHASING METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (Legal).

COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by person or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASING AND ACQUISITION

CH (LOCAL)

PURCHASE
COMMITMENTS
All purchase commitments shall be made by Superintendent or designee on a properly drawn and issued purchase order, in accordance with

administrative procedures.

PERSONAL District employees shall not be permitted to purchase supplies or PURCHASES equipment for personal use through the District's business office.