

BP 3310 PURCHASING PROCEDURES

The Board declares its intention to purchase competitively, whenever possible, without prejudice, and to seek maximum educational value for every dollar expended. Opportunity shall be provided to all responsible suppliers to do business with the district.

The Superintendent or designee shall establish appropriate rules and procedures for ordering, purchasing, receiving, and paying for materials, equipment, or contracts for the school district.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3400 - Management of District Assets)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9270 - Conflict of Interest)

All contracts, purchases or agreements valued at \$5,000 or more are to be based upon competitive bids or quotations, and any in excess of \$20,000 will require competitive bidding and Board approval and be awarded to the lowest responsible bidder except as listed in the accompanying regulations

1. General Purchasing Procedure: Purchases of supplies, services and equipment shall be based on competitive bids or quotations and be awarded to the lowest responsible bidder only after bids or quotations have been solicited from other interested dealers or agents except:

- A. For purchases involving fair trade items or products and services that are dealer franchised; or
- B. Purchases involving replacements or equipment where a similar piece of equipment is traded in; or
- C. Where quality is essential, and the low bid does not meet the bid specifications; or
- D. When purchases can be made through available state or regional contracts to serve the best interest of the district; or
- E. Where bids by local independent contractors and/or vendors are comparable in quality of work and/or material bid, local contractors and/or vendors may be accepted if the difference does not exceed the lowest responsible bid by more than 10% (this provision does not apply to construction procurement where funding is from, or anticipated to be from the State of Alaska Department of Education and Early Development); or
- F. For professional services where the ethics of the profession prohibit competitive bidding; or
- G. For contractual services where no competition exists; or
- H. Where time is of the essence and any delay would endanger life or property; or
- I. For contracts involving additional work and/or change orders on an existing contract; or
- J. Where the estimated amount of the contract is greater than \$5,000 but no more than \$20,000 and it appears the best interest of the district can be served by written quotations or telephone solicitation, without newspaper advertisement and without the formal sealed bid procedure, provided such open market contracts or purchases, whenever possible and practicable, are based on at least three competitive quotations from interested bidders.

2. Bid awards: Bid openings for all contracts which require public advertising an competitive bidding shall be scheduled during a regular working day and be opened and recorded in the presence of the Superintendent or designee and at least one member of the board (when possible).

Projects funded by, or anticipated to be funded by the State of Alaska Department of Education and Early Development require a minimum ten-day bid protest period.

Bid awards shall be made at a board meeting based upon tabulation, analysis and recommendation of the Superintendent.

3. Standardization: Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of the efficiency and economy.

4. Equal Opportunity: Equal opportunity shall be provided to all local and other responsible suppliers to do business with the district. To this end, the business office shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such bidders lists shall be used in the development of a mailing list for distribution of specification and invitations to bid. Any supplier may be included in the list upon request. (This provision does not apply to construction procurement where funding is from, or anticipated to be from, the State of Alaska Department of Education and Early Development.)

5. Conflict of Interest: No board member, officer or employee of the district or their families shall accept gratuities, financial or otherwise, from any supplier of materials or services of the district. Board members holding a financial interest in a

6. Disbursements: The administration shall establish a disbursement of procedure which provides for prompt payment to vendors and includes clear back-up documentation for review by the designated check signers.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

Legal Reference:

ALASKA STATUTES

[14.08.101](#) Powers (Regional school boards)

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account

[29.71.050](#) Procurement preferences for recycled Alaska products

[36.30](#) State Procurement Code

[37.05](#) Fiscal Procedures Act

COURT DECISIONS

[City of Richmond v. J.A. Croson Co.](#), 488 U.S. 469 (1989)

6/96

Revised 10/11

Reviewed 10/2014

Craig City School District