

**BIDS**

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to insure that verbal quotes are obtained for purchases between \$500 and \$2,000, that informal written quotes from at least three (3) vendors are obtained for purchases between \$2,000 and \$50,000, and that formal advertised bids are solicited for purchases over \$50,000.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

[All bids under Federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.](#)

**Exemption from Formal Competitive Procedures and Reporting**

Even when the estimated amount of equipment, supplies, and services is fifty thousand dollars (\$50,000) and above, formal competitive procedure requirements in Board Policy need not be followed in conjunction with the acquisition of the following:

1. Books, films, periodicals, and other educational materials;
2. Proprietary (sole source) items for which no competition exists;
3. Weekly and monthly food service requirements relative to perishables, emergency requirements, and the requests which cannot reasonably be obtained on a timely basis through the formal competitive procedures;
4. Goods or services from agencies of the Federal, State, or local government;
5. Goods or services available from local vendors on State of Alaska or Federal GSA contracts;
6. Professional services (such as property and casualty insurance) purchased jointly with the State of Alaska or Federal GSA.
7. Goods or services purchased for and to be reimbursed by student/parent teacher organizations;
8. Items traded in on like items;
9. Professional or consultant services (such as legal, negotiations, or educational services) not including architectural/engineering design services.

**BIDS**

**E-Rate Purchases**

Purchases made pursuant to the E-Rate program, which is governed by the Federal Communications Commission, shall be made on a competitive basis subject to the provisions of this paragraph. Such purchases are not subject to any provisions in the school district purchasing policies or regulations that may be inconsistent with the E-Rate purchasing provisions.

The Superintendent is designated to oversee the E-Rate application process in order to ensure that it is accurate and that the equipment and services to be purchased are eligible for E-Rate funding. Said individual shall devise an open, fair, competitive bidding process, separate and apart from other District procurement policies, that meets all rules of the E-Rate program. This process shall be overseen by, and subject to the approval of, the Superintendent for the District.

*(cf. 9270 - Conflict of Interest)*  
*(cf. 4030 - Nondiscrimination in Employment)*  
*(e. [3310 – Purchasing Procedures, Procurement](#))*

*Legal Reference:*

ALASKA STATUTES

*14.14.060 Relationship between borough school district and borough*  
*14.14.060 (h) Procurement of supplies and equipment*  
*14.14.065 Relationship between city school district and city*  
*14.03.085 Procurement preference for recycled Alaska products*  
*29.71.050 Procurement preferences for recycled Alaska products*  
*35.15 Construction Procedures*  
*36.15.020 Use of local agricultural and fisheries products required in purchases with state money*

ALASKA ADMINISTRATIVE CODE

*4 AAC 27.085 Competitive pupil transportation proposals*  
*4 AAC 31.080 Construction and acquisition of public school facilities*

[CODE OF FEDERAL REGULATIONS](#)

[2 C.F.R. 200.317-326, Procurement Standards](#)

*FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (AK 1992)*