

## COMPETITIVE BIDDING

Purchases will be handled as follows except in case of an emergency when delay of a purchase could adversely affect the health, welfare, or safety of students, district employees, the general public, or place an excessive financial burden on the district.

### A. Normal Requirements

- 0 to \$50--Petty cash disbursement: A buyer may purchase an item using petty cash or personal cash, and then submit evidence of the purchase--goods, and receipt or invoice--to the building principal for approval. Principals may establish approvals, internal controls and/or procedures for use in their buildings.
- \$50- \$4,999--Telephone Bid: It is suggested that a buyer obtain three (3) bids by telephone, but the buyer may elect to seek a price from a single vendor.
- \$5,000 to \$9,999--Informal Bid: Using the informal bid proposal, a buyer will seek written quotations, evaluate the quotations, and award the bid. A buyer may use the telephone bids if deemed necessary. The decision to use telephone bids must be authorized by the Superintendent or designee.
- \$10,000 and above--Formal Bid: In accordance with VSA Title 16, Section 559 written, sealed bids are required to be solicited from all firms known to be involved in provision of the good or service.

### B. Emergency Procedures

An emergency purchase will not be made without first contacting and receiving verbal approval from the Superintendent or designee. Every effort will be made to place emergency purchases during working hours. Only a minimum quantity of an item is to be ordered and a confirming purchase requisition is to be faxed to the SAU office at once explaining the emergency. This letter must be signed by the building principal.

### C. Sole Source Purchasing:

When there is a request to purchase a specific product or use a specific vendor, the following information is required:

- unique features of the product requested must be identified;
- if there are other similar products available, the reasons why these products will not meet district needs must be described;
- if maintenance costs are an issue, evidence of past maintenance problems or benefits must be provided; and
- if service considerations are an issue, evidence of past service problems or benefits must be provided

The Assistant Superintendent for Business will be responsible for evaluating requests for purchases from a single vendor.

APPROVED: Norwich

6 December 2001