

**SUGAR SALEM SCHOOL DISTRICT #322**

**7400P**

**TITLE: Procedures for Purchase of Equipment, Services, Materials, and Supplies**

The procedures for purchasing equipment, materials, supplies, contract services, or any other items which are purchased for or by the district shall be as follows:

Items less than \$1,000:

These may be purchased by a building Principal or district level Supervisor using a district purchase order or the purchaser may seek reimbursement from the district after providing proper documentation to the superintendent or business manager.

Items more than \$1,000 but less than \$5,000:

These items must be purchased with a district purchase order issued in advance of the purchase. Any such purchase must be approved by the superintendent, Business Manager, Principal, or Supervisor in writing before a district purchase order will be issued.

Items more than \$5,000 but less than \$10,000:

These items must be purchased with a district purchase order issued in advance of the purchase. Any such purchase must be approved by the superintendent or Business Manager in writing before a district purchase order can be issued. The purchaser must obtain at least two price quotes if there is more than one reasonably available vendor of the product before the purchase can be approved.

Items more than \$10,000 but less than \$25,000:

These items must be purchased with a district purchase order issued in advance of the purchase. Any such purchase must be approved by the School Board before a district purchase order can be issued. The purchaser must obtain at least two price quotes if there is more than one reasonably available vendor of the product before the purchase can be approved.

Items more than \$25,000 but less than \$100,000:

These items must be purchased with a district purchase order issued in advance of the purchase. Any such purchase must be approved by the School Board before a district purchase order can be issued. In addition the purchaser must obtain at least three quotes following the approved quote process for the item if there are more than one or two reasonably available vendors of the product before the purchase can be approved.

The quote process is as follows:

1. Quotes will be solicited from not less than three qualified vendors given that items up for quote are available from at least three qualified vendors.

2. When fewer than three quotes are considered the district will document efforts to obtain quotes. Such documentation shall be kept for no less than six months.
3. Vendors must hold a valid Idaho Public Works License. If no qualified vendors are available who hold such license then quotes may be taken from those who do not hold a valid license.
4. The solicitation for quotes shall be completed in such detail to allow an experienced vendor to understand the project.
5. Quotes shall describe the electronic or physical delivery method or methods authorized to submit a quote and the date and time by which said quote is due at the District Office.
6. Not less than two calendar weeks shall be available between the time the quotes are let and when they are due.
7. The low quote shall be accepted unless the district, through other considerations, deems it necessary to accept a quote other than the low quote.
8. Objections raised by vendors must be received in the office not later than one business day before the quote deadline and must be received in writing. When an objection is raised the quote process shall be suspended while the Superintendent and Business Manager review the objection.

Items more than \$100,000:

These items must be approved by the School Board before a district purchase order can be issued and also must comply with the formal bid process set forth in Idaho Code Section 67-2806.

The bid process is as follows:

1. All bids submitted shall be sealed by the vendor prior to submission.
2. Before awarding the bid the District shall consider the amount bid, bidder compliance with stated requirements of the bidding process and specifications, and whether the bidder holds the requisite license.
3. Bids will be solicited from not less than three qualified vendors given that items up for bid are available from at least three qualified vendors.
4. A security deposit of up to 5% of the amount bid may be required of the vendor.
5. Two notices of the bid requirements shall be published in the local newspaper. The first shall be published at least two weeks before the date of the bid opening. The second shall be at least 7 days before the bid opening. The notice shall succinctly describe the project. Copies of bid specifications, bid forms, bidder's instructions, contract documents, general and special instructions may also be available.
6. Vendors must hold a valid Idaho Public Works License. If no qualified vendors are available who hold such license then bids may be taken from those who do not hold a valid license.
7. The solicitation for bids shall be completed in such detail to allow an experienced vendor to understand the project.

8. Bids notification shall describe the electronic or physical delivery method or methods authorized to submit a bid and the date and time by which said bid is due at the District Office.
9. Not less than two calendar weeks shall be available between the time the bids are let and when they are due.
10. Objections raised by vendors must be received in the office not later than three business days before the deadline and must be received in writing. When an objection is raised, the bid process shall be suspended while the Superintendent and Business Manager review the objection.
11. When fewer than three bids are considered the district will document efforts to obtain bids. Such documentation shall be kept for no less than six months.
12. At its discretion, the Board of Trustees may reject any and all bids and re-bid.

The district shall not be responsible nor liable for any purchase which the purchaser has not complied with the procedures set forth above. In the case of an emergency and upon written approval by the superintendent, items may be purchased after a purchase order number has been issued directly to the vendor by the superintendent or the business manager.

At the time of the adoption of the district fiscal budget, administrators of the budget will provide a list of capital equipment anticipated to be purchased during that fiscal year and whose cost exceeds \$10,000, for approval by the Board of Trustees.

**Debarment and Suspension** The District may not subcontract with or award subgrants to any person or company that is debarred or suspended. For all contracts over \$25,000, the District shall verify that the vendor with whom the District intends to do business with is not excluded or disqualified. The Business Manager shall be responsible for verification by checking the excluded parties list on Sam.gov.

Purchasing with Federal Funds of \$5,000 or more the District must receive pre authorization from Idaho State Department of Education.

NEW: March 2006

REVISED: April 2021