

PURCHASING

It is the policy of the Board of Education that the District Administrator seek price quotations on purchases of more than \$5,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a-savings to the District.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$10,000 or more, the Business Manager shall obtain competitive bids.

Bids are not required for:

- A. Instructional textbooks, books, tapes, films, workbooks, educational kits, periodicals, and computer hardware, peripherals, and software.
- B. Replacement parts for existing equipment where the value of the replacement parts are estimated to be less than fifty percent (50%) of the total present value of the equipment.
- C. Cooperative Educational Service Agency (CESA) and other intergovernmental contracts.
- D. Used equipment (including demonstrators) where a definite cost advantage can be demonstrated.
- E. Specific computer equipment only after system analysis has demonstrated its unique need.
- F. Material that can be purchased from only one (1) vendor.
- G. Architectural services, attorney services, and personal service contracts.

Bids are not required when a purchase is made using the current State of Wisconsin competitive bid price for items including, but not limited to: computers, copiers,⁷ and vehicles.

Bids shall be sealed and shall be opened by the Business Manager in the presence of at least one (1) witness. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening and shall be kept confidential by the District, except upon the written order of the person submitting the statement, or on behalf of whom the statement is submitted, ~~for the necessary use by the District in qualifying~~ to qualify the person/bidder or the District. The statements shall be reviewed and the bidder notified if ~~is~~ qualified to submit a bid.

The Board reserves the right to reject any and all bids.

The District Administrator is authorized to purchase all items within budget allocations.

Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$10,000. All other contracts require Board approval prior to purchase.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or sub contract with a value in excess of \$25,000, the District shall include a provision in the contract, or as a condition of any subcontract award, that the contracting party attest that it is not, at the time of contracting, a suspended or debarred party under the Federal Acquisition Regulations. ~~and that, if~~ If at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor ~~should be~~ is identified as a suspended or debarred entity by the General Services Administration, ~~the contractor or subcontractor s/he~~ shall immediately notify the District. ~~of that fact, which shall serve as sufficient grounds to~~ As a result, the District may terminate the contract. ~~as the District determines is appropriate~~

66.29, 66.293 Wis. Stats.
48 C.F.R. Section 9.4