

Purchasing Procedures

The intent of purchasing policies is to establish a framework so that purchasing activities for the Bruneau-Grand View Jt. School District are carried out in a prudent and economical manner. The board recognizes that the administration must have purchasing authority which permits the best use of district funds. However, in order to maintain public relations and sound business practices, the administration will observe the following guidelines:

Quotations

The board has adopted as part of its purchasing policy that written quotations shall be secured for purchases in amounts ranging from \$5,000 to \$24,999. For any purchases between \$15,000 and \$24,999 the superintendent or designee must request all quotations. An attempt shall be made to obtain quotations from at least three (3) vendors dealing in the products specified. In cases where the number of vendors dealing in the product is limited, the superintendent or designee shall have the discretion to award the order based on the best quote from the quotations that have been received. Purchases of less than \$5,000 may be made with or without quotations at the discretion of the superintendent or designee.

Bidding

Fundamentally, the objective is to purchase supplies and equipment from the qualified vendor who submits the lowest bid for products which are equal or better than the specifications in the bid documents. The supplier who may be awarded the bid need not be the lowest bidder, but rather the lowest bidder for the quality, service, and quantity of items as specified.

The board has also adopted as their purchasing policy, the legal requirement that a call for advertised formal sealed bids shall be made on merchandise, service work, or purchases that will equal or exceed the sum of \$25,000. In cases of competitive bidding, the board can give the contract to the lowest responsible bidder, or reject any bid, or reject all bids and call for new bids.

Cooperative Purchasing

Whenever it is deemed feasible, the administration shall participate in cooperative purchasing as permitted by Idaho Code 33-601. In such cases, bidding is not required.

Legal source: Idaho Code 33-601 "Real and personal property--Acquisition use or disposal of same."
 Idaho Code 33-506(1) "Organization and government of the board of trustees."
 Idaho Code 67-2309 "Written plans and specifications for work to be made by officials-Availability."

Adopted: May 9, 1996
Reviewed: July 13, 2004
Revised: August 19, 2004