

Adopted: June 15, 2015

Revised: October 21, 2024

June 20, 2023

June 19, 2018

July 17, 2017

772 RANDOLPH SCHOOL PROCUREMENT

I. PURPOSE

The purpose of purchasing is to support the educational program of the district by providing the necessary supplies, equipment and services.

This regulation covers all purchasing activities except for purchase made with petty cash funds.

Since the district is tax-exempt, all purchases using district funds shall be made using the district's tax identification number or tax exempt status. The district may not approve or reimburse the payment of Minnesota sales tax.

This regulation covers all competitive contracting including applicable expenditures and contracts in which the district provides the goods or services.

II. PURCHASING PROCESS

District purchases must be made in accordance with state and federal laws for a public purpose that benefits the public and is directly related to the school district's mission to educate students.

Office and Classroom Supplies - Office and classroom supplies should be ordered through vendors providing the best prices and quality.

Procurement Cards - All other purchases should be made with a district-issued procurement card. These purchases must be approved by the appropriate school or district administrator.

Procurement cards are issued to employees, when appropriate.

Procurement cards may not be used for personal purchases. Cards will be audited and may be rescinded at any time. Unauthorized or inappropriate use may result in disciplinary action.

Check Requests - The purpose of a check request is to provide payment for goods and services when the preferred payment option (procurement card) is not applicable.

Issue and Delivery of Accounts Payable Checks - Invoices are authorized for payment when Accounts Payable staff receives confirmation that the products have been received.

Check requests, employee mileage reimbursements and special supervisory assignment timesheets for non-employees are authorized for payment after review and verification of the account code, required supporting documentation and authorized signature.

Vendor payments will be made based upon the contract terms, vendor terms or within the standard payment period.

A vendor who does not receive their payment as scheduled should contact the Business Manager.

III. COMPETITIVE CONTRACTING

The total expense of a purchase or contract must be accurately estimated to determine the correct procurement method. The total expense of a lease contract is the sum of all payments required to satisfy the contract in full.

Competitive contracting practices must be used for all district expenditures or contracts with an estimated value exceeding \$175,000. Contracts or expenditures with an estimated value of \$175,000 or less may be determined by written quotations, direct negotiations or direct purchase. A state contract (Cooperative Purchasing Venture) or other joint powers contract MAY be used in place of bids or quotes for expenditures of any value. If a contract is estimated to exceed \$175,000, options available through the state's cooperative purchasing venture will be considered before purchasing through another source. Other exceptions to the bid and quotation requirements of this regulation may be made if authorized by law (e.g., certain professional services, real estate and commercial insurance).

Expenditures or contracts estimated to exceed \$175,000 require:

- Either sealed bids or two or more written quotations, and
- A formal written contract which must be approved and signed by the superintendent or director of finance and operations.
- School Board approval.

IV. QUOTATIONS

When quotations are required, schools and departments shall use the following process:

- Obtain quotations.
- Keep all quotations related to the purchase to be scanned with payment documentation.

V. BIDS

When sealed bids are required, schools and departments shall use the following process:

- Develop specifications for the product or service;

- Contract the Finance Department to set a date for the bid opening and arrange for the bid to be advertised prior to the bid opening in the newspaper designated by the School Board to be the district's official newspaper (detailed specifications may be made available on the district website or in recognized industry trade journals);
- Develop a list of vendors or contractors and send the specifications to them.
- Send a representative to the bid opening;
- All bids must be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening, and delivered to the designated place before the stated bid time. Verbal, telegraphic, telephonic, email or faxed bids and modifications will not be considered.
- Bids will be opened and read aloud at the time specified. All bidders will be invited to be present.
- The competence and responsibility of each bidder will be considered in making the award. The district may investigate as deemed necessary to determine the ability and responsibility of a bidder and any bidder shall give the district all such information and data for this purchase as requested by the district. The district reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the district that the bidder is properly qualified to perform under the terms of the bid specifications.
- Any bid received after the time and date specified will not be considered. Any bid may be withdrawn by the bidder prior to the scheduled time of the bid opening but may not be withdrawn by the bidder for a period of 30 calendar days after the opening of the bids.
- Prepare an exhibit requesting School Board approval.

VI. FIXED ASSETS

A fixed asset is any tangible item with an original purchase price greater than \$10,000. Pertinent information is gathered and included in the fixed asset inventory.