

## **Business/Non-Instructional Operations**

### **Purchasing Procedures**

#### **Soliciting Prices (Bids and Quotations)**

##### **Introduction**

The Superintendent of Schools, or his/her designee, is authorized to purchase all goods and services for the Pomfret Public School System. He/she shall be responsible for developing and administering the purchasing program of the Board of Education.

##### **Procedure**

1. For any school expenditure, which may be made within the limits of the major classifications of the approved budget, the Superintendent of Schools may approve and direct purchases not to exceed \$25,000 for any one expenditure.
2. Approval of the budget authorizes the Superintendent to approve and direct purchases exceeding \$25,000 for any one expenditure, providing the item is specifically listed in the budget.
3. All contracts for goods or capital purchases reasonably estimated to cost between \$2,500 and \$25,000 shall be based on three or more competitive quotations for such goods or capital purchases. Quotations shall be submitted in writing, on business letterhead and shall be signed by a principal of the business submitting the quote.
4. All purchases of supplies, materials, equipment, contractual services, etc., in excess of \$25,000 including a continuing order or contract for the purchase of the same commodity over a period of time shall be based on competitive sealed bids or proposals. The Superintendent or his/her designee shall award the purchase or contract to the lowest responsible bidder thereon or may reject portions of or all such bids or proposals. The Board of Education may permit the Superintendent or his/her designee to waive the bid/proposal requirement when the bid process would be against the best interest of the school system.
5. The Board of Education reserves the right to determine the lowest responsible bidder who not only has the lowest bid which conforms with the specifications, but also is financially able and competent to complete the work as evidenced by prior performance in the best interest of the District. The Board of Education may reject the low bid by majority vote of the members, and accept the next lowest bid.

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##### **Procedure** (continued)

6. The Board of Education shall require evidence of appropriate insurance coverage on all contractors and contracted service providers working for The Board of Education including liability coverage, workers compensation and/or other applicable insurances.
7. No purchases will be made without an authorized pre-numbered purchase order.
8. The Superintendent of Schools may, at his/her discretion, utilize other governmental agencies' bid awards in complying with this policy. The following items may be bid through a Regional Educational Service Center:
  - a. Copy, computer, and fax paper.
  - b. Custodial and maintenance supplies.
  - c. Health and safety supplies.
  - d. Office, instructional and art supplies.
  - e. Heating and diesel fuel.
9. The Superintendent of Schools shall inform the Board, in a timely manner, to the awarding of all competitive bids that have been made by the Superintendent or his/her designee.
10. Bids are not required on the following:
  - a. Purchases where only one supplier exists.
  - b. Architectural services.
  - c. Legal services.
  - d. Services requiring specific expertise. (consultants, specialists)
  - e. Textbook purchases.
  - f. Others, approved by the Board of Education.
11. This policy shall not apply for those capital purchases, services, supplies or goods for which the State or Federal Government has previously obtained and approved bids and quotes.

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#### **Emergency Situation**

The Board of Education recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board of Education at its next regular meeting detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The authority to sign contracts is delegated to the Superintendent of Schools or his/her designee.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Policy adopted: October 28, 2009  
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POMFRET PUBLIC SCHOOLS  
Pomfret, Connecticut