

Business/Non-Instructional Operations

Purchasing Policy

The East Haddam Board of Education policy ensures that purchases shall be executed in a fair and unbiased manner.

The Board of Education and its employees will not knowingly extend favoritism to any vendor. Purchasing decisions shall be based on quality and price. Past favorable purchasing experiences shall be a factor when other considerations are equal. The Board will make every effort to make purchases locally whenever bids and prices are fully comparable with those of outside bidders. The Board reserves the right to accept or reject any bid, or parts of a bid, to negotiate with any bidders, and make purchases in the best interest of the school district. Inadequate or poor past service or product(s) may be used to eliminate an otherwise qualified bidder. Competitive bidding shall be practiced and appropriate notifications will be placed per the policy outlined herewith. The East Haddam Board of Education will have final responsibility for the selection of all vendors and prices.

Soliciting Prices/Bidding Requirements

I. Definitions

- A. Quotation: A notice in writing whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
- B. Bid: A notice in writing in a sealed envelope delivered to the buyer by a specified date, to be opened in public at a specified date, location and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials, equipment or services.

II. Procedures

- A. Purchases for more than \$7500 but less than \$15,000.

The Superintendent or his/her designee shall solicit quotations from at least two (2) companies if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the district.

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II. Procedures (continued)

A. Purchases for more than \$7500 but less than \$15,000 (continued)

All notices of Request for Quotations (RFQs) shall be forwarded to the office of the Board of Selectmen for posting on the town's website. The Superintendent of Schools or designee may award bids and/or quotes up to \$15,000 and s/he may reject any or all such bids.

B. Purchases for \$15,000 and above

Purchased for \$15,000 or more shall undergo a competitive bidding process.

Advertising

All notices of bids or Request for Proposals (RFP) will be advertised and shall be forwarded to the office of the Board of Selectmen for posting on the East Haddam town website. A RFP will be advertised by legal notices in at least one local newspaper with documented bid specifications, detailed bid sheets, and a site tour, if necessary. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.

Bid Opening

All bids must be submitted to the Board of Education in sealed envelopes and marked appropriately as instructed in the RFP. The bids shall be opened in public by the Finance Director at the prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.

The relevant subcommittee will review all bids and recommend approval to the Board of Education. The Board of Education reserves the right to reject any or all bids and reserves the right to waive the bidding process.

D. Extension of Contract(s)

The Board of Education reserves the right to waive the bidding process and extend an existing contract or place through a competitive bidding process when the Board determines it is in the best interests of the school district.

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II. Procedures (continued)

E. Unbudgeted Expenses

Equipment – Any purchase of equipment above \$5,000 that was not budgeted on the current year's equipment purchase plan (even if being purchased in lieu of another item) must be first approved by the Board of Education.

Repair(s) – Any unbudgeted repair to buildings and/or equipment in excess of \$10,000 must be approved by the Board of Education. If it is not an emergency, it will go before the Board at its next regularly scheduled (monthly) meeting.

F. Vehicle Purchase/Replacement Policy

New – New vehicles will be purchased within the framework of this policy.

Used – Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than seven (7) years old may not be considered for purchase unless it is determined to be in the best interest of the district. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

G. Transportation, Textbook, Legal Services, Food Service

Purchase of Transportation Services, textbooks, legal services and food service contracts will be reviewed and decided by the East Haddam Board of Education. Purchasing Policy #3322 will not be applicable.

H. Emergency Situation

The East Haddam 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 that was not budgeted for, the bidding 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 Chairman of the Board of Education within 24 hours detailing the emergency, reason(s) the policy was suspended, the amount of funds expended and to whom. The Chairman of the Board of Education will notify the Board and determine whether an emergency or special meeting is required.

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II. Procedures (continued)

I. Signatories

The authority to sign contracts is delegated to the Superintendent of Schools and/or the Chairman of the Board of Education.

J. Exceptions

The Purchase Policy #3322 will not apply to the following:

1. Legal services;
2. Textbook purchases
3. Transportation
4. Food Services

K. State of Connecticut Bidder Exception

The Board of Education, at its discretion, may award such purchase or contract to the legal state low bidder, a supplier which has been selected by the State of Connecticut's purchasing procedure following a competitive bid.

Policy adopted: February 11, 2003
Revised: November 13, 2012
Revised: June 11, 2019

EAST HADDAM PUBLIC SCHOOLS
Moodus, Connecticut