A. It is the policy of the Columbia School District to require competitive, sealed bids on all purchases which involve an expenditure or more than $15,000. Price quotations are recommended for purchase of items involving expenditures of more than $3,000. All price quotations should be scanned and attached to the purchase request. (See Appendix A.) Bids are not required on textbooks and similar instructional items, unless the exact items to be purchased is available at different prices from more than one supplier.

B. This policy applies whether you are requesting a group of items or an item of single value. It is **NOT** acceptable to process multiple requests for like items to avoid the bidding process.

C. Bids of more than $15,000 will be presented for Board approval, unless the Superintendent of Schools considers it to be in the best interest of the District to act prior to the meeting of the Board. In this event, the Board will be notified of the action.

D. The Purchasing Agent shall be responsible for developing the bid specifications, requesting bids from interested suppliers, and ensuring that advertising for bids is in accordance with Missouri Statutes.

   1. The Purchasing Agent is required to solicit competitive, sealed bids for purchases over $15,000. This process can take 4-6 weeks depending on the materials or merchandise needed and requires Board approval. All materials to be presented at the Board of Education meeting must be ready two weeks prior to the meeting date.

   2. The following procedures shall be used in obtaining all materials, supplies, equipment, and services required for operation:

      a) The requesting department shall contact the Purchasing Agent on the item(s) needing to be purchased.

      b) The Purchasing Agent and the requesting department together will confirm/develop specifications.

      c) The bid will be typed and formally bid out per requirements of the District.

      d) Upon receipt of bids, the Purchasing Agent will determine acceptability of bids received.

      e) The Purchasing Agent will review the bids with the requesting department. Any questions by the requesting department will be addressed at this time. Purchasing will make a recommendation for the award.

      f) The Board of Education **MUST** approve the award prior to purchase of the item.

E. The right is reserved to consider bids on an individual or total bid basis, to reject any or all bids submitted, and to make such selection of supplies, equipment or services which in the judgment of
school officials are best suited for the purpose intended. There shall be no requirement that the bid be awarded to the lowest bidder.

F. In lieu of normal bid procedures, the District is authorized to participate in the State Cooperative Procurement Program.

G. In selecting suppliers when product quality, service and price are the same, consideration may be given to the location of the business providing the product and/or service. District purchasing officials are encouraged to select products manufactured, assembled or produced in the United States if the quality and price are comparable with other products. Contracts for public works construction or maintenance shall contain a provision requesting the contractor to use American products in the performance of the contract whenever the quality and price are comparable with other products.

H. The purchasing officer may waive the requirement of competitive bidding or proposals when he or she determines in writing that there is only a single feasible source for the purchase. Immediately upon discovering that other feasible sources exist, the purchasing officer shall rescind the waiver and proceed to procure the products or services through the competitive process as described in this procedure in D. above. A single feasible source exists in any of the following circumstances:

   a. Products or services are proprietary and only available from the manufacturer or a single distributor.

   b. Based on past procurement experience, it is determined that only one distributor services the region in which the products or services are needed.

   c. Purchases are available at a discount from a single distributor for a limited period of time, and the discount is significant based on current market price and/or the last price paid for the product or service.

   d. Specific parts or authorized maintenance must be utilized to maintain validity of a warranty.

   e. The services of a particular provider are unique, such as speakers on a particular topic or authors.

I. The decision related to the selection of items or services to be purchase shall rest with District officials.

J. Reference Board of Education policies DJF and DJFA.