

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board:

1. Purchases of up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established range. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase.

Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and procedures established by the Superintendent. Advertisements for bids shall be made in the same manner as notice is authorized to be given Board meetings (that is, newspaper publication or posting in three places), by means of a notice in the Board's published meeting minutes, or such other means as the Superintendent may designate.

The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications.

Purchases are to be made from local businesses or suppliers when other factors are equal, to the extent permitted by law. Factors of timely delivery and timely response to customer service needs may be considered in determining the responsibility of bidders.

Legal Reference: Neb. Rev. Stat. 73-101 et seq.

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