

SCHOOL DISTRICT OF GREEN LAKE POLICY	672 – Purchasing
	Fiscal Management

672 - Purchasing

A primary public duty of the district administration is to secure the best possible education for the students in the district for the resources expended.

The administration owes allegiance solely to the taxpayers in the district and must establish purchasing procedures which make the best use of the tax dollar. Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices, with the primary purpose of serving the program of instruction.

In an effort to obtain the most favorable purchase prices, the school district, whenever practical, will give preference to agents, vendors, or manufacturers residing in the district who have a proven record of quality service and all services are equal or nearly equal shall seek opportunities for quantity purchasing. This may be done in cooperation with other school districts or through a consolidation of needs within the local district.

Whenever practical, competitive bids or quotations shall be sought on purchases where quantity or cost involved warrant such handling. It is the intention of the Board that all bidding be done in such a manner that all qualified suppliers have an equal opportunity insofar as manufacturing or product differences will allow. The school district reserves the right to accept or reject any or all bids and will be the only judge of the quality, construction, and suitability of the products offered.

In the bidding or quotation process, the lowest price may be rejected if:

1. There is a question or doubt if the vendor or agent can meet the commitment.
2. The vendor or agent has failed to fulfill purchase agreements in the past.
3. The goods or services do not meet specifications or do not provide the best value for the tax dollars expended.
4. The lowest bidder cannot offer the most efficient or reliable service.
5. The bidder cannot show acceptable financial responsibility.

In the event that bid prices, product specifications, and all services are equal or nearly equal, the school district will give preference to agents, vendors, or manufacturers residing in the school district who have a proven record of quality service. The school district reserves the right to pre-qualify bidders, agents, or vendors, and to determine whether or not the designation of a local business is met.

All purchases estimated to cost \$5,000 or more per fiscal year should be supported by three (3) bids, unless the product is only available from a single source. Any purchase over \$15,000 per fiscal year will require board approval unless an emergency purchase requires immediate attention.

All purchasing for the district shall be the responsibility of the superintendent or his/her designee. District employees will be responsible to provide sales persons and vendors with the correct purchasing practices of the district.

If there is a conflict of interest, the district will not purchase supplies or materials from a staff member, nor from a member of the Board of Education or from a member of his or her household or from a firm in which he or she holds a major interest.

Introduced to Policy committee: 8/11/2008

1st Reading: 09/24/2008

2nd Reading: 10/22/2008

Legal References: Wisconsin State Statutes 19.59