

PURCHASING

The Superintendent shall be responsible for purchases by the School District, and the Treasurer shall be responsible for a system of accounting for school funds as prescribed by law.

The Superintendent may delegate an administrator to act as purchasing agent and require the administrator's signature for the purchase of goods and services within the appropriation.

Quality and Quantity

The Board charges the administrative staff with the responsibility for the quality and quantity of supplies to be purchased. A prime guideline for this responsibility shall be that all purchases must fall within the appropriated funds.

Specifications for Goods and Services

Insofar as practical, contracts and open market orders for purchases by the School District shall be based upon specifications that are definite as to character and quality.

Vendors and Contractors

Each order shall be placed on the basis of quality, past service, price, and delivery.

Solicitation of Bids or Quotations

For those instances in which Ohio law does not establish a specific bid procedure, and the value of the item or items is more than \$_____, but not more than \$_____ the _____ shall, when possible, seek at least three price quotations on the item or items before the purchase. For those items more than \$_____, the following procedure shall be followed before purchasing: _____

When the Board determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$25,000, the Board shall follow the bid procedure set forth in O.R.C. §3313.46. Beginning March 16, 2017, when the Board determines to build, repair, enlarge, improve, or demolish any school building, the cost of which will exceed \$50,000.00, the Board shall follow the competitive bidding procedure set forth in O.R.C. §3313.46. Such procedure shall be followed except in cases of urgent necessity, or for the security and protection of school property, or as otherwise provided by law. In awarding the bid, the Board shall accept the bid which is [*the lowest responsible OR the lowest responsive and responsible.*]

[IN CIRCUMSTANCES REQUIRING COMPETITIVE BIDDING, OHIO LAW PERMITS THE BOARD TO ESTABLISH PRIOR TO THE COMPETITIVE BIDDING THAT IT WILL ACCEPT EITHER THE LOWEST RESPONSIBLE BID UNDER §3313.46 OR THE LOWEST

RESPONSIVE AND RESPONSIBLE BID UNDER §9.312. THEREFORE, THE CRITERIA SHOULD BE DETERMINED BY THE DISTRICT.

IF THE BOARD CHOOSES LOWEST RESPONSIVE AND RESPONSIBLE PURSUANT TO O.R.C. §9.312, THE FOLLOWING LANGUAGE IS ADDED TO THE POLICY:

All orders or contracts are to be awarded to the lowest responsive and responsible bidder in accordance with O.R.C. §9.312. For a bidder to be deemed responsive, the bidder's proposal should respond to bid specifications in all material aspects and contain no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise give the bidder a competitive advantage. In determining whether a bidder may be deemed responsible, the Board shall request evidence from the bidder concerning:

- A. the experience of the bidder with the service or material being bid;
- B. the financial condition of the bidder;
- C. the conduct and performance of the bidder on previous contracts (with the District or other agencies);
- D. the facilities of the bidder;
- E. the management skills of the bidder; and,
- F. the ability of the bidder to execute the contract properly.

In situations in which the Board has resolved to award a bid to the lowest responsive and responsible bidder, and the apparent low bidder(s) do/does not meet the considerations specified above, the Board shall so notify the bidder(s) in writing, by certified mail, prior to awarding the contract to the next lowest bidder.

IF THE BOARD CHOOSES LOWEST RESPONSIBLE THE CRITERIA FOR DETERMINING THE LOWEST RESPONSIBLE HAS BEEN ESTABLISHED BY CASE LAW AND IS NOT DEFINED BY STATUTE. IF THE BOARD DOES NOT CHOOSE, THEN BY DEFAULT THE BIDS ARE AWARDED TO THE LOWEST RESPONSIBLE PURSUANT TO O.R.C §3313.46.]

School Bus Purchases

Contracts for the purchase of all school buses and other equipment used in transporting children to and from school must be by competitive bid, pursuant to O.R.C. §3327.08. All bids shall state: "The buses, prior to delivery, will comply with the safety rules of the department of public safety adopted pursuant to O.R.C. §4511.76 and all other pertinent provisions of law."

Cooperative Purchasing

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Superintendent to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with state law, the policies of this Board, and the dictates of sound purchasing procedures.

Adopted: April 20, 2017