



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Purchasing and Contracting Services

The ~~Business Manager's~~ **District** Office shall be responsible for the purchase, warehousing, inventory, and delivery of District supplies and equipment and service contracts ~~valued at less than \$15,000. The School Board will be responsible for hiring decisions for service contracts as well as purchasing materials and supplies in excess of \$15,000.~~ **Purchase orders for supplies, equipment, and services shall be approved for funding and coded to the appropriate account before the Business Manager may proceed with the purchase. Purchases in excess of budgeted amounts will be presented to the Board prior to purchasing.**

An attempt shall be made to achieve maximum price advantage within quality specifications. Efforts shall also be made to effect savings in purchasing and maintenance through the standardization of specifications for similar items used throughout the District.

In the procedure for purchasing materials and supplies, the Business Manager shall determine the method to be used in evaluating prices for expenditures less than ~~\$2,500~~ **\$15,000**. A minimum of three bids or quotations (if available) shall be required for all expenditures in excess of ~~\$2,500~~ **\$15,000**, except as otherwise specifically provided. Formal competitive bids shall be required for expenditures over ~~\$15,000~~ **\$50,000** unless deemed appropriately waived as described below. Bids and quotations shall be evaluated on the basis of district specifications. Impartial and open consideration shall be given to bids and quotations from vendors. The district reserves the right to accept or reject any or all bids and/or quotations in the best interest of the school district and to waive any informalities in the bidding or quotations.

~~Purchase orders for supplies, equipment, and services shall be approved for funding and coded to the appropriate account before the Business Manager may proceed with the purchase.~~

Bid Waiver

The Board of Education recognizes that certain services do not lend themselves to the traditional bid process because of either the qualitative characteristics involved in the service or the possibility of higher cost inflation due to the bidding process. Therefore, the ~~Board~~ **District Office** may waive competitive bidding requirements on contracts when comparative data shows that renewal rates are favorable to the School District or it is decided that contracts with local providers are in the best interest of the School District and the community. These professional services include, but are not limited to, those provide by: attorneys, architects, auditors, engineers, insurance, transportation contractors, and the like.

~~A decision to waive the bid process will be made known to the public as part of an open Board meeting. Bid waivers must be approved by a 2/3 vote of those Board members present.~~

This purchasing policy is intended to encourage free competition, thereby obtaining the best value for the district. It is neither promoting nor discouraging continuation with the current professional service provider. It merely provides a basis for the regular evaluation of services to assure continued quality at a reasonable price. Wherever possible, local bidders and suppliers will be given serious consideration and the opportunity to bid.

LEGAL REF.: Sections 120.13(5) and (33) Wisconsin Statutes
175.10
946.10
946.13

CROSS REF.: Policy #673 - Payment Procedures

APPROVED: July 13, 1989
REVISED: June 13, 1991
APPROVED: July 11, 1991
REVISED: May 8, 1997
APPROVED: June 12, 1997
REVISED: March 14, 2002
APPROVED: April 11, 2002