



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

It shall be the goal of the Board and the administration to secure materials, equipment, and services for the district at the best prices and quality that can be obtained working within the approved budget allotments.

The Business Manager shall serve as the purchasing agent for the district and shall work with all administrators and staff in carrying out established purchasing procedures **as follows:**

\$0 - \$10,000 **Administrative approval**

\$10,000-\$25,000 **Solicit price quotes from more than one vendor, when possible, before administrative approval**

**\$25,000 or more
(and not in
approved budget)** **District will go through the bid process before Board approval**

Bid Waiver **District may waive competitive bid process on existing service contracts when:**

- 1. Comparative data shows that renewal rates are favorable to the District**
- 2. It is decided by the Board that service contracts with local providers are in the best interest of the District and community**

The District shall solicit bids whenever required by law or a contract with a state or federal agency.

The Board reserves the right to require a competitive bidding process.

The Board also reserves the right to reject any and all bids or to accept any bid which best serves the interest of both the River Valley School District and the community at large.

LEGAL REF: Wisconsin Statutes 120.13(5) and (33) and 66.0133 CROSS REF:

Policy #673 – Payment Procedures

~~Policy #621 – Budget Implementation~~

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
REVISED: February 13, 2014
APPROVED: March 13, 2014