

PURCHASING PROCEDURES

The Bordentown Regional Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the superintendent and the business administrator, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Solicitation of Quotations

Except for contracts for professional services, all financial commitments (contracts, agreements and purchases) in an amount that is greater than 20% of the bid threshold require three quotations. This requirement is applicable for amounts up to the bid threshold and then formal bids are required. This requirement refers to cumulative purchases of identical items.

The process of seeking quotations is designed to be informal and flexible. Quotes may be solicited through personal contact, telephone conversation, newspaper ads, specific letter requests or any other method which incorporates the qualities of fairness and openness. Specific written specifications are not required. This requirement does not apply to any item exempt from bid law.

The administration of the quote solicitation requirement shall be the responsibility of the business administrator/board secretary who shall establish the required documentation for compliance. The business administrator/board secretary shall also be responsible for maintaining a file record of all quotations obtained.

Adopted:	February 20, 1990 (quotations)
Revised:	March 26, 1997, November 2008 (quotations)
Adopted:	March 1997
Revised:	November 2008
NJSBA Review/Update:	June 2014
Readopted:	July 15, 2015

PURCHASING PROCEDURES (continued)

Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

<u>Legal References:</u>	<p><u>N.J.S.A. 10:5-1 et seq.</u> Law Against Discrimination</p> <p><u>See particularly:</u></p> <p><u>N.J.S.A. 10:5-31 through -35</u></p> <p><u>N.J.S.A. 18A:18A-1 et seq.</u> Public School Contracts Law</p> <p><u>N.J.S.A. 18A:19-1 et seq.</u> Expenditure of Funds; Audit and Payment of Claims</p> <p><u>N.J.S.A. 52:32-44</u> Business registration for providers of goods and services (definitions)</p> <p><u>N.J.A.C. 6A:7-1.8</u> Equity in employment and contract practices</p> <p><u>N.J.A.C. 6A:23A-1.2</u> Definitions</p> <p><u>N.J.A.C. 6A:23A-16.5</u> Supplies and equipment</p> <p><u>N.J.A.C. 6A:23A-20.4</u> Ownership and storage of textbooks</p> <p><u>N.J.A.C. 6A:23A-21.1 et seq.</u> Management of Public School Contracts</p> <p><u>N.J.A.C. 6A:27-9.1 et seq.</u> Contracting for Transportation Services</p> <p><u>N.J.A.C. 6A:30-1.1 et seq.</u> Evaluation of the Performance of School Districts</p> <p><u>N.J.A.C. 6A:32-14.1</u> Review of mandated programs and services</p>
---------------------------------	--

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Possible

<u>Cross References:</u>	<p>*2224 Nondiscrimination/affirmative action</p> <p>3300 Expenditures/expending authority</p> <p>*3326 Payment for goods and services</p> <p>*3327 Relations with vendors</p> <p>*3570 District records and reports</p> <p>3571 Financial reports</p>
---------------------------------	--

*Indicates policy is included in the Critical Policy Reference Manual.