

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Board Policy 798

St. Cloud Area School District 742

Reviewed/No Change: May 2019

Revised: December 2, 2020

Revised and renumbered from 740 to 798: May 4, 2022

798 PURCHASING PROCEDURES: SOLICITING PRICES - BIDS AND QUOTATIONS

I. PURPOSE

The purpose of this policy is to define the process for purchasing supplies, equipment, materials and services that will be used to meet the educational needs of the District.

II. GENERAL STATEMENT OF POLICY

The District's purchasing procedures will meet state statutes, the directive of the Minnesota Department of Education and the District's auditor, and business best practices.

III. BIDS AND QUOTATIONS

All purchases of supplies, equipment, and materials must adhere to the following guidelines:

1. The Administration shall solicit sealed bids in the manner prescribed by law if the amount of a contract is estimated to exceed \$175,000.
2. If the amount of the contract is estimated to be between \$25,000 and \$175,000 the contract may be made either upon sealed bids or by direct negotiation by obtaining at least two quotations for the purchase. Such quotations shall be kept on file for at least three years.
3. If the amount of the contract is estimated to be less than \$25,000 the contract may be made either by quotations or in the open market, but if practicable shall be based on at least two quotations which shall be kept on file for at least one year.
4. Bids or quotations must be obtained for all purchases made with federal funds which are estimated to exceed \$10,000.
5. Under no circumstance shall contracts be subdivided into multiple contracts in order to circumvent the requirements for obtaining bids or quotes as noted above.

6. If a purchase of supplies, materials, or equipment is made through a national municipal association's purchasing alliance, or a cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations, the competitive bidding procedures are not required to be followed. Board approval is required for the purchase of individual items or construction contracts over \$175,000 that are purchased through cooperative purchasing agreements.
7. To establish and monitor compliance with applicable laws, policies, generally accepted accounting principles, and sound business practices, the business office shall institute necessary and appropriate forms, procedures, and systems for district-wide application.

Legal References: Minn. Stat. §471.345 (Uniform Municipal Contracting Law)

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St. Cloud Area School District 742
St. Cloud, Minnesota

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