

School District Fremont RE-1  
Standard Operating Procedure

**BIDDING/QUOTATIONS**

- I. ORIGINAL ISSUE & RESPONSIBILITY: January, 1982  
Director of Business Services
- II. APPLICABILITY: All School District Employees
- III. POLICY: Board Policy DJE: The Director of Business Services shall serve as purchasing agent for the school district and shall establish procedures governing the purchase of materials, supplies, equipment and services.

All purchasing transactions shall be accomplished through the Central Office and authorized on properly signed purchase orders.

IV. PROCEDURE

- A. All purchases of school supplies and equipment shall be made through proper channels and have proper authorization. No one shall purchase anything for the school district without the approval of the principal/supervisor and school district Central Office authorized personnel. No faculty member, staff member or student shall incur any debt against the various school activity accounts without the knowledge and consent of the principal, who, in turn, shall secure the authorization from the Director of Business Services. For supplemental supplies during the school year, teachers and other employees will requisition such materials through the office on prepared forms. At the close of each school year, the principal will consult with members of the staff and will requisition through the Central Office supplies and equipment needed for the following year.
- B. The Director of Business Services shall have the authority to control the purchasing process for all schools and departments in School District Fremont RE-1 and shall:
1. Control the purchasing of all supplies, materials, equipment, printing, advertising, insurance, electric light and power, telephone service, and all other contractual services;
  2. Control all supply stocks, property, and equipment in use, and enforce and maintain the keeping of inventory accounts;
  3. Maintain direction and control of the keeping of perpetual inventories of plant and equipment of all schools;
  4. Fix standards of quality and quantity, and develop standard specifications in consultation with personnel using the product, department heads, supervisors, and principals;

5. Maintain records as to sources of supply for all classes of purchases, unit costs under bids and other contracts and endeavor in every practical way to ensure that the school district is supplied its real needs at the lowest possible costs;
  6. Have authority to purchase in open market and without bid or quotation, specific supplies, materials, and equipment and services for immediate delivery to meet emergencies arising from unforeseen causes or other extenuating circumstances; the circumstances and details of the emergency purchase shall be reported to the Board of Education at the next regularly scheduled meeting.
  7. Have authority to purchase in open market and without bid or quotation, other items not in general use, and in the purchase of which competitive bidding is deemed by the authorized Central Office personnel to be unnecessary or inadvisable.
- C. Whenever practical, supplies, materials, and services will follow a specified bid procedure. Exceptions to this bid procedure would include emergency situations, time constraints, circumstances that might cause a financial loss to the district, or the purchase of single source instructional materials. The Purchasing Department shall be utilized whenever possible to conduct the bidding procedure.
1. Bid Price Levels
    - a) Informal Bid Process: When a single item or service, or group of like items, costs between \$5,001-\$19,999, efforts shall be made to secure three (3) price quotes by telephone, fax, or email. The building administrator will then authorize the creation of a Purchase Order to purchase item or service. Copies of the price quotes will be forwarded to the Purchasing Department and filed for documentation.
    - b) Formal Bid Process: When a single item, service, or group of like items costs \$20,000 or more, the formal bid process through the Business Office is required. The principal or supervisor is responsible for providing the Business Office with detailed specifications and a list of vendors for each item or service being purchased. The formal bid process takes approximately four weeks from the day the Business Office receives the specifications from the principal or supervisor. (Form #B-021)
  2. Bid Approval Process
    - a) Level One: Submit your requests to your building secretaries. Every year the building secretaries put together comprehensive lists and submit them for bidding. This is a crucial step. It helps us put together bids for the entire district.
    - b) Level Two: Building principals should approve all furniture and equipment submitted for bid.
    - c) Level Three:
      - (1) Object codes 0731-0739 (equipment) over \$5,000 shall be approved by the Director of Business Services.

- (2) Object codes 0734 (AV/Technical Equipment) and 0650 (Computer Software) shall be approved by the Director of Technology.
  - (3) Program 2620 (Operating Building Services) and all location 710 (Maintenance and Grounds) shall be approved by the Director of Facilities.
  - (4) Special Reporting Element 12 (Special Education), objects 300-599 (Purchased Services) and 700 to 799 (Equipment) shall be approved by the Director of Special Services and Federal Programs.
- d) Level Four: All bid requests shall be checked over by the Director of Facilities for completeness prior to issuing bids.
- D. The Superintendent shall approve all bids over \$20,000 not covered in the exceptions listed in paragraph C.
- E. The Board of Education shall approve all bids over \$30,000 not covered in the exceptions listed in paragraph C.
- F. Purchase of Bid Items  
After the bidding process is complete and the bids are tabulated, the purchasing department will submit the results to the various departments for final approval. The approval process shall be similar to the Level Three approval process above. This will ensure that everyone involved in the budget/finance process has had a chance to review the bids and give final approval for purchase before the purchase orders are generated.
- G. Other Items:  
The purchase of any single item or service not falling into one of the above categories shall be processed on a Purchase Order or by Purchasing Card, which has been authorized prior to purchase. There should be no confirming purchase orders, except in the case of an emergency, and those should be authorized by a telephone call to the Director of Business Services prior to the commitment of any funds (see Emergency Purchase Orders).
- H. Whenever practical, merchants conducting business within the school district boundaries, as listed in the yellow pages, shall be given an opportunity to bid or submit price lists relating to items being purchased. They may be given preference by direction of the Board of Education.
- I. All funds collected by student organizations become the property of the school district and shall be handled under the same policies and conditions as are prescribed for any other school district funds.

Updated: April 8, 2024