

## **GUIDELINES FOR THE IMPLEMENTATION OF PURCHASING POLICY**

The following guidelines, while not all inclusive, require the use of sound business practices and the employment of logic and integrity in dealing with public funds and the business community at large. All questions are to be directed to the Chief Financial Officer/designee.

**BIDDING REQUIREMENTS:** All bids reviewed and awarded will be addressed utilizing the concept of “cost and other factors considered”.

1. All bids are to be awarded on the basis of the best bid, within specifications and cost parameters. When the best bid is not the lowest bid, written justification will be filed with the selection memorandum and approved by the designated official in the office of the Chief Financial Officer. Such justification will consider quality, price, discount, delivery and service in determining why the lowest bid should be waived. If there is a tie, the tie will be broken based on parameters designated by the Chief Financial Officer.
2. All bid files are public documents and may be viewed upon request.
3. Bonded bids, construction bids or those designated by the Chief Financial Officer and over \$25,000.00, may be secured by certified or cashier checks, payable to the Clarksville-Montgomery County School System, or by a good and solvent Bid Bond. All bonds are retained until contract award, with the successful bidder's bond held until completion of all deliverables.
4. Withdrawal of bids, after the date of opening, is not authorized unless approved by the Chief Financial Officer. Phone, fax, or e-mail quotations will not be accepted for formal bids.
5. The only late bids that will be considered are those that are delayed as a result of incorrect handling by employees of the school system if timely delivered to 621 Gracey Ave
6. All bidders are required to affirm they are in compliance with the conflict of interest provisions of Tennessee Code Annotated 49-6-2003.
7. When cooperative buying agreements with other public entities are in the best interest of the school system, they will be the preferred method of procurement.
8. All bidders for construction contracts must provide a Drug Free Workplace Affidavit with their bid, verifying compliance with the Drug Free Workplace Law. Failure to provide the Drug Free Workplace Affidavit will result in rejection of the bidder's bid.
9. All bidders on formal bids must provide an Iran Divestment Act Affidavit with their bid. Failure to provide the Iran Divestment Act Affidavit will result in rejection of the bidder's bid.
10. All contractors with more than 10 employees contracted to provide services, supplies, information technology, or construction with a potential value of \$250,000 or more must provide a Certification that the Company is Not Engaged in a Boycott of Israel.

**CLASSIFICATION OF PURCHASES:** All purchases will be classified in the following terms:

Emergency: Those items that affect health, safety, and continuous operation of the school system. If biddable, the informal method will be used. The District may use federal funds to make an emergency purchase that does not use a competitive process only when the District determines that the emergency will not permit a delay resulting from publicizing the competitive solicitation consistent with 2 C.F.R. § 200.320(c)(3). The Director of Schools and/or the Board of Education makes this determination in writing and keeps a record on file.

1. Non-biddable: (Sometimes called “Proprietary,” “Single Source,” or “Sole Source”). Those items, \$2,500 or more, that can be provided by only one vendor. The Purchaser/Requester submits a sole-source justification letter. The Procurement Office makes an attempt to identify additional sources for the item. and the Procurement Officer determines the item is only available from a single source consistent with 2 C.F.R. § 200.320(c)(2). Quote solicitations are kept on file in Procurement Office.
2. Biddable: Those items, exceeding \$2,500 that may be provided by more than one vendor.
3. Construction and Maintenance: Those contracts for the construction, alteration, repair, improvement, movement, demolition, putting up, tearing down or furnishing labor to install material or equipment for any building, highway, road, railroad, sewer, grading, excavation, pipeline, public utility structure, project development, improvement or any construction undertaking for which the total cost is \$25,000 or more.
  - a. Performance and payment bonds will be required in the amount of 100% of the contract amount.
  - b. A contractor licensed by the state of Tennessee is required to perform the relevant work.

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- c. For any construction or maintenance project whose contemplated expenditure for the complete project are \$50,000 or more and the work alters the structural, mechanical, or electrical system of the project, plans, specifications and estimates shall be made by a registered architect, registered engineer or registered landscape architect.

**SPECIFICATIONS:** Specifications requiring bids or quotes will be:

1. Simple, clear and concise.
2. Sufficiently thorough as to discourage the bidding of materials inconsistent with the needed quality of response.
3. Verifiable.
4. Able to be met by several bidders.
5. Fair.

All specifications will be written according to manufacturer, name brand, catalog/model number, detailed specification, or chemical analysis/physical properties. In many cases "or equal" Requests for Proposal are acceptable.

**REQUISITIONING:** All purchases, except those attained through direct contracting will use the following forms, as appropriate:

1. Stores Warehouse Issue Request Form (PUR-F003): Key order on Warehouse Requisition screen in the "ordering system".
2. Standard Requisition: Use Purchase Order Request Form (ISA-F003) following Principal or Department Head approval, the requisition is keyed into the Purchase Requisition screen and electronically transmitted for further required approvals.

**PURCHASE ORDERS:** Purchase Orders will adhere to the following essentials:

1. Specifications, adequately describing to the supplier, the characteristics and the quality standard required.
2. A firm, quoted, net delivered price where available.
3. Authorized approving official as designated by the Chief Financial Officer.
4. All purchase order changes must follow the same procedures as the initiation of a new purchase. Purchase Orders may not be changed without the approval of the official so designated by the Chief Financial Officer.

All Purchase Orders and Contracts will be posted in the Accounting Department as encumbered, charged to the budget as an expenditure and obligated in the year approved.

**PAYMENT PROCEDURES:** The verification of invoices and purchase orders will adhere to the following guidelines. No Accounts Payable actions will be taken without the complete coordination of the verification, invoice and purchase order.

1. Each department will designate individuals as authorized receivers and make them responsible for receiving and maintaining outstanding receiver's copies.
  - a. Designated receivers will ensure proper addressee, check packaging for external damage. If damage is found, it will be noted on the driver's delivery receipt. If it can be determined the contents are damaged, the Purchasing Office will be notified.
  - b. Verify the contents against the packing list and the purchase order. Discrepancies will be noted on the delivery receipt
  - c. Check quantity against purchase order.
  - d. If order is in good condition and complete, so note the purchase order.
  - e. Receive the order in the financial system.

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2. The Accounts Payable Clerk will approve invoices for payment that agree with completed Receiver Reports.

Recurring bills such as utility bills, telephone bills, rent and other expenditures of the monthly recurring nature will be authorized as an itemized budget item. Payments shall be made promptly to avoid penalties.