

PURCHASING

The Board grants authority to the Superintendent, subject to applicable laws, policies, and Board-approved budget limitations, to expend funds for budgeted operating expenditures, without advance Board approval of specific expenditures. All such expenditures shall be included in the monthly expenditure report of the Board.

All purchases from district funds shall be approved by the Superintendent or his/her designee. They shall conform to policies and procedures of the Board of Education and all applicable state and federal laws or agency regulations. Further, it is the mandate of the Board that, when applicable, the provisions of the competitive bid law of Alabama be adhered to strictly.

A requisition/purchase order system shall be established and followed rigidly.

The Board prohibits any of its members or employees from accepting gifts or favors which are “a thing of value” from any agency, person, or company doing, or desiring to do, business with the school district.

Bidding

All expenditures of public school funds, in excess of State bid law requirements with limited exception as allowed by law, shall be accomplished through the competitive, sealed bid process. Bids shall be awarded to the lowest responsible bidder meeting specifications.

The Board may let contracts for public improvements involving \$50,000 or less without advertising or sealed bids.

Use of Local Firms

The Board reserves the option of accepting bids from local firms if quality is not sacrificed and the prices are competitive. Bids may be awarded to local firms provided the price is not in excess of 3% of the lowest responsible bid.

Advertisement

Proposed purchases in excess of the current legal base shall be advertised by posting notice thereof on a designated bulletin board in the central office or in an additional manner as may be desired. Requests for sealed bids shall be solicited in writing to all individuals or firms who have placed written requests with the Board and thus placed on a bid list. If an individual or firm fails to respond to three (3) solicitations, said vendor may be removed from the bid list.

Procurement

The board will follow state laws for the procurement of property and services.

To the extent allowed by state laws, the board will utilize state, local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board’s Conflict of Interest Policy and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisitions;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;

- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain records sufficient to document the history of the procurement; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for Federal Programs and Child Nutrition Programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed the current OMB Federal Procurement (“Part 200”) threshold. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board’s conflict of interest policy.

ADOPTED: Homewood City Board of Education, January 20, 1998

AMENDED: Homewood City Board of Education, June 17, 2008, May 17, 2016,
November 13, 2018

LEGAL REF.: Code of Alabama, §41-16-50/51; 36-25-1 (defines “a thing of value”)

Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);

Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and, Public Works Law (Title 39, Code of Alabama 1975).