

6480 PURCHASE OF FOOD SUPPLIES

The Board of Education authorizes the purchase of certain food supplies without resort to advertising for bids.

For the purpose of this policy, “food supplies” means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Director of Food Services may purchase all food supplies with or without advertising for bids in accordance with N.J.A.C. 6A:23-2.6(c), except the following food supplies which will be purchased in accordance with N.J.S.A. 18A:18A-4 et seq. and N.J.S.A. 18A:18A-6:

Ice cream
Bread
Milk

The Director of Food Services shall obtain price quotations for food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23-2.6 et seq. Uniform specifications setting standards of quality shall be given to each interested vendor. Opportunity shall be provided to as many responsible suppliers as possible to do business with the district. Lists of potential suppliers for various types of foods shall be maintained, and quotations shall be solicited in accordance with N.J.S.A. 18A:18A-4 et seq. Food purchases up to \$250 in any one month may be made without solicitation of quotations provided that the purchaser files a statement indicating the reason why quotations could not be obtained.

Food shall be purchased from the vendor who submits the lowest quotation, except that food may be purchased from another vendor when the Director of Food Services has reason to justify the purchase at a higher price. Any such justification, together with all quotations received, shall be kept in permanent record form, attached to the purchase order and available to school officials, the Board, and the State Department of Education for a minimum of three years following the purchase. The Board shall offer a hearing to any unsuccessful vendor whose quotation for food supplies was lower than the quotation accepted.

The Board of Education authorizes and directs the Superintendent or designee to execute contracts with proper vendors in accordance with State law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.



The School Business Administrator/Board Secretary is authorized to purchase not more than \$250.00 worth of food supplies in any month for the cafeterias or home economics classes without soliciting quotations. Such purchases must be documented according to law.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6

N.J.A.C. 6A:23-2.6

Adopted: May 26, 2009

