SERIES 600 – FISCAL MANAGEMENT

Expenditures - 670

Bids and Quotations (674)

The District Administrator is responsible for all district purchases of $5,000 or less. It is the responsibility of the District Administrator to use good judgment and prudent business practices in making purchases or designating vendors. The following are a list of responsibilities for the District Administrator:

1) For purchases between $2,500 and $5,000, the District Administrator shall obtain two quotations before making the purchase.
2) Shall take into account price, need, previous relationship with the vendor, product quality, locality, and service.
3) Approve purchases for food service (outside of milk) unless a contract is signed with a designated vendor, then approval of the Board of Education is required.

For purchases over $5,000, the District Administrator has the authority of the Norwalk-Ontario-Wilton Board of Education to purchase:

1) Fuel Oil.
2) Diesel Fuel.
3) LP Gas.
4) Select the General Classroom Supplies Vendor.

Outside of these items, any expenditure over $5,000 will require the solicitation of bids with a deadline included, from numerous vendors. Sealed bids will be taken. After the deadline, the District Administrator or Board of Education will open the bids. Final awarding of bids will take place by a majority vote of the Board of Education at a public meeting of the Board of Education.

The Norwalk-Ontario-Wilton Board of Education will not expect to receive bids or quotations for the following items:

1) Educational items such as classroom supplies, textbooks, and workbooks.
2) Professional services such as attorneys and certified public accountants.
3) Cooperative Educational Service Agency (CESA) services utilized by the district.
4) Services required to be furnished to employees as a result of the employment agreement approved by the Board.
5) Replacement parts or maintenance contracts for existing equipment or mechanical systems.

Adopted: 10/17/05