

Purchasing Procedures

I. INSTRUCTIONAL PURCHASES

A. Definitions

1. Quotation: A notice, either orally or in writing whereby a vendor informs the purchaser of the conditions and price under which he will furnish supplies, materials, equipment or services to the purchaser.
2. Bid: A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the purchaser, whereby a vendor informs the purchaser of the conditions and price under which he will furnish supplies, materials, equipment, or services to the purchaser in response to a set of specifications set forth by the purchaser.

B. Purchases for less than \$1,000

The purchaser may solicit oral or written quotations but may dispense with bidding if it is not to the advantage of the Wallingford Board of Education to secure bids. All purchases, when possible, feasible and to the advantage of the Wallingford Board of Education, will be based on at least three competitive quotations or prices.

C. Purchases for \$1,000 - \$4,000

The purchaser shall solicit written quotations if the nature of the commodity or service permits effective competitive pricing and is feasible and to the advantage of the Wallingford Board of Education. Advertising in a local newspaper will not be required. Solicitations for quotations, when made, shall be made from the "Mailing List for Bidders" maintained in the district's business office.

D. Purchases for \$4,000 or More.

All purchases for \$4,000 or more shall be bid. Bids shall be advertised appropriately. Solicitation for bids shall also be made from the "Mailing List for Bidders" maintained in the district's business office. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified, and bid openings shall be public. The Wallingford Board of Education reserves the right to reject any or all bids and reserves the right to waive any informalities in any bid.

Purchasing Procedures

I. INSTRUCTIONAL PURCHASES (continued)

E. Emergency Situation

In an emergency situation, the procedures of sections C and D may be eliminated. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent of Schools.

II. NON-INSTRUCTIONAL PURCHASES

Non-instructional purchases shall be made under such rules and regulations as may be established by the Town Charter.

Policy Adopted: 6/24/85

Policy Revised: 6/16/03