

Business and Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Estimated Price Under \$5,000

I. Purpose

To provide policy concerning the solicitation of competitive quotations.

II. Scope

This policy applies to transactions on materials and/or services with an estimated unit price of under \$5000.00 and not covered by a contractual agreement.

For material and/or services with an estimated unit price of \$5000.00 or over and/or covered by a contractual agreement, see Policy 3323.1

III. General

The Buyers are responsible for obtaining quotations on material and/or services that are expected to exceed \$500.00. This shall be done for both estimating purposes and purchases. A price check will be made on expenditures less than \$500.00 when buying unfamiliar materials.

A. Types of Quotations

1. **Verbal.** Verbal quotations will be obtained for purchases of standard or non-complex material with an estimated unit price between \$500.00 and \$5000.00. Prices are to be recorded on a quotation sheet that will serve as backup documentation after the order is placed. The quotation sheet will be attached to the original requisition/purchase order.
2. **Written.** Written requests for quotation will be sent to vendors under the following conditions:
 - a. All capital equipment purchases.
 - b. Non-standard conditions, requirements, instructions, etc.
 - c. Any occasion where more permanent documentation is advisable. Written quotations should be typed using, whenever possible, the Request for Quotation form. Complete information should be provided including, but not limited to, quantity, description, delivery requirement, special conditions, drawings, specifications, date information required, etc. If replies are to conform to certain format, this should be spelled out. Buyer must be thorough and attempt to remove all known variables.

B. The Buyer, when purchasing materials and/or services requiring written requests for quotation, will solicit prices from three or more vendors. A minimum of two suppliers is acceptable for verbal requests, providing the Buyer is familiar with the market and prices of the material in question. In the case of proprietary items, more than one price is often not

possible and should be so noted on the requisition.

C. Buyer, when obtaining quotations, should keep in mind other segments of the company that may be able to provide the desired material or services. If there are any questions, contact the Business Manager.

D. Quotations will be solicited only from vendors whom the Buyer knows are qualified or can be qualified to meet all requirements. Maintenance of an Approved Vendor List is advisable, but not mandatory. Examination of the financial condition of a company, its ability to perform, and facilities should be part of the criteria for an acceptable vendor.

E. Answers to technical questions arising during the quotation period should be provided ideal by the requisitioner. The Buyer should coordinate the reply and ensure all potential suppliers are provided the same information.

F. After all quotations have been received and examined for completeness, a summary sheet is to be prepared noting all the pertinent data and discrepancies. Determination of the low bidder and award of the order will be made by the Buyer only after all aspects including preference of the requisitioner have been considered.

The information gathered will be kept with the purchase order as backup documentation. In cases of quotations for estimating purposes, a copy of each quotation is to be sent to the requisitioner along with the quotation summary sheet.

G. A buyer will not reveal to a vendor at any time the prices quoted or paid.

H. In order to ensure that vendors contacted have responded to a request for quotation, Buyers will identify on the requisition all vendors solicited and responses.

I. It is a good practice to notify unsuccessful vendors that the quotations have been closed and contract awarded.

J. Unless a specific exception has been obtained from the Business Manager, quotations shall not be solicited from, nor any order placed with, a company that:

1. Is owned, controlled or actively influenced by any school district employee or immediate relative of said employee.
2. Employs in a management, consulting or sales capacity any person who is a school district employee.
3. Employs in any capacity a school district employee who is in a position to influence the selection of, or conduct business with, such supplier.

K. When circumstances warrant the solicitation of quotation inappropriate, the Buyer shall document the facts on the reverse side of the purchase requisition and obtain the specific approval of the Business Manager.

Any problems of interpretation should be referred to the Business Manager.

Policy adopted: April 26, 2004