

1 Purchasing

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3 Authorization and Control

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5 The Superintendent is authorized to direct expenditures and purchases within limits of the  
6 detailed annual budget for the school year. The Board must approve purchase of capital outlay  
7 items, when the aggregate total of a requisition exceeds \$80,000, except the Superintendent shall  
8 have the authority to make capital outlay purchases without advance approval when necessary to  
9 protect the interests of the District or the health and safety of staff or students. The  
10 Superintendent will establish requisition and purchase order procedures to control and maintain  
11 proper accounting of expenditure of funds. Staff who obligate the District without proper  
12 authorization may be held personally responsible for payment of such obligations.  
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14 Bids and Contracts

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16 Whenever the cost of any supplies, equipment, or work shall exceed Eighty Thousand Dollars  
17 (\$80,000), the District will call for formal bids by issuing public notice as specified in statute.  
18 Specifications will be prepared and made available to all vendors interested in submitting a bid.  
19 The contract shall be awarded to the lowest responsible bidder, except that the trustees may  
20 reject any or all bids. The Board, in making a determination as to which vendor is the lowest  
21 responsible bidder, ~~the Board~~ will take into consideration not only the amount of each bid, but  
22 will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work  
23 and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not  
24 apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect;  
25 a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a  
26 consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an  
27 accountant licensed under Title 37, Chapter 50.  
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29 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a  
30 second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days  
31 before consideration of bids.  
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33 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures  
34 will be waived only as specified in statute. Any contract required to be let for bid shall contain  
35 language to the following effect:  
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37 *In making a determination as to which vendor is the lowest responsible bidder, if*  
38 *any, the District will take into consideration not only the pecuniary ability of a*  
39 *vendor to perform the contract, but will also consider the skill, ability, and*  
40 *integrity of a vendor to do faithful, conscientious work and promptly fulfill the*  
41 *contract according to its letter and spirit. References must be provided and will*  
42 *be contacted. The District further reserves the right to contact others with whom*  
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1           *a vendor has conducted business, in addition to those listed as references, in*  
2           *determining whether a vendor is the lowest responsible bidder. Additional*  
3           *information and/or inquiries into a vendor’s skill, ability, and integrity are set*  
4           *forth in the bid specifications.*

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6    Cooperative Purchasing

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8    The District may enter into cooperative purchasing contracts with one or more districts for  
9    procurement of supplies or services. A district participating in a cooperative purchasing group  
10   may purchase supplies and services through the group without complying with the provisions of  
11   20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items  
12   available with pricing included and provides an opportunity at least twice yearly for any vendor,  
13   including a Montana vendor, to compete, based on a lowest responsible bidder standard, for  
14   inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

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16   Purchasing will be done locally when it is in the best interest of the school district.

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20   Legal Reference:       §§ 18-1-101, et seq., MCA   Public Contracts  
21                           §§ 18-1-201, et seq., MCA   Bid Security  
22                           § 20-9-204, MCA           Conflicts of interest, letting contracts, and  
23   calling for bids  
24                           *Debcon v. City of Glasgow*, 305 Mont. 391 (2001)

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26   Policy History:

27   Adopted on:   May 6, 2002  
28   Revised on:   February 2007, November 15, 2011, December 2018, June 2019

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30   *Note: Lines 9-14, Page 2, were added based on the 2011 Legislative session.*  
31   *2018 revision to clean up contradictory statements and other language.*  
32   *June 2019 revision changed contradictory dollar amounts to a singular updated amount.*