

SMALL PURCHASES

I. Methods of Procurement

A. Cooperative Purchasing

For the purpose of increasing efficiency and/or reducing administrative expenses, the Madison County School Board may join and participate in cooperative procurement agreements with one or more other public bodies or agencies of the United States.

The Madison County Public Schools may participate in or purchase goods and services through contracts awarded by other governmental bodies when it is determined by the Superintendent that such use is in the best interest of Madison County Public Schools and the contract is based on competitive principals.

B. Competitive Sealed Bidding and Competitive Negotiation

Except as permitted by law, contracts with non-governmental contractors for the purchase or lease of goods or services which in the aggregate exceeds \$50,000 shall be awarded after competitive sealed bidding or competitive negotiation. Procedures for the competitive sealed bidding process shall be in accordance with §2.2-4301 under the Virginia Public Procurement Act.

C. Awards

Awards normally will be made to the lowest responsible bidder meeting the specifications if service and quality are considered to be equal to that offered by other bidders. When the terms and conditions of multiple awards are so provided in the Request-for-Proposal, awards may be made to more than one bidder. The right is reserved, however, to make the award to other than the low bidder when it is deemed in the best interest of the Madison County School Division. The right is reserved to waive any and all formalities and to reject any and all bids.

D. Small Purchases

1. With Purchase Order

\$30,000 - \$50,000

Purchases of more than \$30,000 but less than \$50,000 shall provide for competition wherever practicable. Purchases under this subsection shall require written informal solicitation of a minimum of four bidders or offerors as directed by §2.2-4303.H under the Virginia Public Procurement Act.

\$15,000 - \$30,000

Purchases of more than \$15,000 but less than \$30,000 shall be made by solicitation of informal bids or quotations, preferably in writing, from three or more sources, if available, by the user department.

Under \$15,000

Although no formal solicitation is required for purchases under \$15,000, it is policy of Madison County Public Schools to follow good business practices by comparing price and quality of selected vendors when deemed necessary.

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2. Without Purchase Order

Any purchase of less than \$150 may be paid by direct bill rather than through the encumbrance of a purchase order under the following conditions: 1) with the verbal approval of the Director of Finance 2) an account is already established with the vendor and they are a member of the Direct-Bill Vendor List posted in the Finance Department and 3) a blanket purchase order is on file for the current fiscal year.

The splitting of a known requirement for like items into two or more purchases for the purpose or with the intention of circumventing the purchasing procedures is strictly prohibited.

E. Sole Source Procurement

Sole source procurement may be made without formal sealed bidding or competitive negotiation on the basis of a written determination that only one source is practicably available.

II. Authority and Responsibility

It is the intent of the Madison County School Board to obtain high quality goods and services at a reasonable cost and to conduct its purchase procedures in a fair and impartial manner without impropriety or the appearance of impropriety. Maximum feasible competition will be sought, giving all qualified vendors access to School Board business with no offeror arbitrarily or capriciously excluded.

Madison County School Board attempts to obtain the best value by combining the overall quality, price, and various elements of required services that in total are optimal relative to a public body's needs.

The provision of the Virginia Public Procurement Act, as amended from time to time, which are mandatory for school divisions are hereby incorporated and adopted as the policy of the Madison County School Board.

Adopted: July 11, 2005

Revised: October 13, 2014