

PURCHASING

It is the intent of the Board of Education to purchase materials and services in a fiscally responsible manner.

When the purchase of, and contract for, materials or equipment exceeds \$15,000, a competitive bid process or Board approval is required.

Bids shall be sealed and shall be opened by the Director of Business Services in the presence of at least one (1) District employee. All orders or contracts should be awarded to the lowest responsible bidder. Each bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract.

When required, such statements shall be delivered to the District with the bid and shall be kept confidential. The statements shall be reviewed and the bidder notified, if unqualified.

The Board reserves the right to reject any and all bids.

The Director of Business Services is authorized to purchase all items within the approved budget parameters.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Director of Business Services periodically estimate requirements for standard items or classes of items and make quantity purchases on a competitive bid basis to procure the lowest cost consistent with good quality.

The Board may enter a lease agreement as defined in law payable, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

66.29, Wis. Stats.

Adopted: 6/18/01
Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woeffel@pwssd.k12.wi.us