

Williamson County Board of Education



Adopted Date:

2/16/04

Rev. 9/18/06

2.805

PURCHASING

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1 **PURCHASING AUTHORITY**

2 The Executive Committee is responsible for and has authority to purchase all equipment, services
3 and supplies for the exclusive use of the school system.
4

5 The Executive Committee and others (purchasing agent) who are designated by it shall be the only
6 persons authorized to obligate the district for the purchase of supplies, equipment and services.
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8 Purchases made by anyone not authorized by the appropriate officials shall become the personal
9 responsibility of the persons making the purchase or purchases. The Board and the Director of
10 Schools will not under any circumstances be responsible for payment of any material or supplies
11 purchased by unauthorized individuals or in an un-prescribed manner.
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14 The Director of Schools and other employees designated by the Board shall be authorized to act
15 for the Williamson County Schools in acquiring Federal surplus property through the Tennessee
16 General Services Department for Surplus Property and in entering into agreements, certifications,
17 and covenants of compliance concerning the use of federal surplus property. Those so designated
18 may delegate this authority to other Board members on dates specified by letter of designation.
19 This delegation of purchasing authority may be made solely for the purpose of purchasing surplus
20 Federal property.
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23 **GENERAL**

24 The primary responsibility of every purchaser is to obtain "the best value for the dollar" for products
25 and services of the School System.
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27 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,
28 materials, and equipment in excess of ten thousand dollars (\$10,000), including those of individual
29 schools, shall be based upon competitive bids. These bids shall be solicited by advertisement in a
30 newspaper of general circulation in the district. However, said newspaper advertisement may be
31 waived by the purchasing agent in case of emergency. The purchasing agent shall advertise for
32 bids. However, bids are not required where the purchases will be made from State or Federal GSA
33 Contract. Also, when the purchasing agent deems that the state contract is not in the best interest
34 of the taxpayer, alternative pricing will be obtained.
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37 All purchases estimated to be between \$2,500 to \$10,000, including those of individual schools,
38 may be made in the open market without newspaper notice, but shall be based on at least three (3)
39 competitive quotes.
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41 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all
42 bids. Any bid may be withdrawn prior to the scheduled time for opening of bids. Any bid received
43 after the time and date specified shall not be considered. The Board recognizes that the lowest bid
44 may not be the most responsible nor most advantageous to the public. Factors to be considered
45 should include the responsibility of the bidders, warranty offered, availability of service parts, past
46 service experience, life cycle costing, stocking of parts, and training expenses. Any bid that is not
47 the low bid will require Board approval. Monthly summaries of bids shall be submitted to the Board
48 of Education.
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1 The practice of splitting an order or dividing items to be purchased in order to avoid the use of
2 bidding or other purchasing procedures is prohibited.
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4 Contracts for legal services, educational consultants, and similar services by professional persons
5 or groups of high ethical standards shall not be based upon competitive bids but shall be awarded
6 on the basis of competence and integrity.
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8 **EMERGENCY PURCHASES**

9 Purchases of specific materials, supplies, equipment or services may be made in the open market
10 for immediate delivery only to meet bona fide emergencies arising from unforeseen cause. All
11 bona fide emergencies must be approved by the Purchasing Agent, and a written report on the
12 circumstances of any such emergency justifying the purchase shall be prepared and accompany
13 the requisition. However, purchases will not be considered an emergency when lack of proper
14 planning has taken place. All emergency purchases shall, if practical, be made on the basis of
15 competitive bids.
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18 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

19 The directors and the purchasing office shall follow the approved guideline in scheduling bids,
20 review of specifications, advertisement and awarding of bid. This procedural guideline will be on
21 file in the Finance Department.
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24 **BID SPECIFICATIONS**

25 It is the responsibility of the requesting department head to submit complete bid specifications to
26 the purchasing department. The purchasing department may amend bid specifications to guard the
27 Board's interests. Justification must be provided on any sole source or brand name item.
28 Specifications provided for bids must have language that will not restrict vendors from quoting or
29 justification must be attached.
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31 The Director of Schools shall give top priority to and exercise tight quality control.
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34 All purchases shall be made strictly according to law. No contract for supplying educational needs
35 shall be made with any member of the Board, with the Director of Schools, or with any business
36 organization in which any Board member of the Director of Schools has any financial interest
37 whatsoever.
38

39 The District will purchase materials and services for those sources able to offer the best prices,
40 consistent with quality, delivery, and service.
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42 The Board shall establish the specifications which it expects suppliers and manufacturers to meet
43 or exceed in the supplies and equipment sold to the Williamson County Public Schools. The Board
44 may occasionally solicit the assistance of outside agencies in the spot checking of materials
45 purchased by the school district.
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1 The Director of Schools or designee is responsible for assuring that all bills are checked to
2 determine if the price is consistent with market conditions and extra value is received for quantity
3 orders.
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5 The Board may occasionally cooperate with other governmental agencies in the purchasing of
6 goods, services and equipment in order to obtain them at a lower cost.
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8 Local markets and vendors shall be favored in the purchase of supplies, equipment, and services,
9 whenever price, quality and service are equal to other sources.
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29 Refer to Procedures
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38 Legal References:
39 TCA 49-2-206
40 TCA 49-1-304
41 TCA 49-2-203
42 TCA 12-4-106
43 TCA 12-4-101
44 TCA 49-6-2003

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