

**SCHOOL DISTRICT OF BAYFIELD  
PURCHASING**

The Superintendent of his/her designee shall serve as purchasing agent for the School District of Bayfield. All purchases shall be made in accordance with the following guidelines established by the Board of Education to control the amount of funds expended in the district:

1. For approved budget expenditures up to \$5,000.00, it shall be the responsibility of the Superintendent to use good judgment and prudent business procedures in making purchases.
2. For approved budget expenditures between \$5,000.00 and \$10,000.00, the Superintendent shall seek at least two quotations before making a purchasing decision. Consideration shall be given to: (a) cost, (b) vendor's ability to fulfill the contract, (c) delivery, (d) payment terms, (e) design, (f) compatibility with existing district inventory, (g) previous relationship with the vendor, (h) product quality, and (i) general suitability for safe use within the school district.
3. For approved budget expenditures in excess of \$10,000.00, the Superintendent will advertise in the local newspaper and notify all known vendors who might have an interest in the bid. Sealed bids will be taken and a deadline for such bids will be set. After the deadline, the Superintendent will open all bids. Normally, bids will be remanded to the Superintendent and the Board of Education for review and recommendation.
4. The Board will not expect competitive bids or quotations for the following items: (a) educational items such as textbooks and workbooks, (b) professional services such as attorneys and architects, (c) replacement parts or maintenance contracts for existing equipment or mechanical systems, (d) Cooperative Educational Service Agency (CESA) services utilized by the district, or (e) services required to be furnished to employees as a result of an employment agreement approved by the Board.
5. Bids or quotations shall not be required for professional services, except as specifically required by laws or regulations. Such services shall be selected through an interview process.
6. The Superintendent will make all reasonable efforts to design specifications that will allow Bayfield School District vendors to receive consideration equivalent or same bids. District vendors will be preferred.

LEGAL REF.: Section 120.13(5) Wisconsin Statutes

CROSS REF.: 673 Bid Procedures

APPROVED: November 9, 1998