

D-16 PURCHASING

Expenditures of public school monies in excess of an amount set by Competitive Bid Law of Alabama by the Board for labor, services, work, the purchase or lease of materials, equipment, supplies or other personal property will be by sealed bids and shall be awarded to the lowest responsible bidder meeting specifications.

The Board may let contracts for improvements involving \$50,000 or less without advertising or accepting sealed bids as provided by regulations of the Public Work Law.

The Board may purchase locally provided products of equal quality that are readily available from local suppliers at prices equal to other non-local vendors. Pursuant to state law, the Board, when purchasing personal property or contractual services, shall give preference to commodities produced in Alabama or sold by Alabama person, firms or corporations. The Board shall not be limited to making purchases within the local community or the state of Alabama when such local purchases do not meet the quality or competitive price of goods or services available from vendors outside the local community or state of Alabama.

The Superintendent or his/her designee shall approve all purchases from district funds. They shall conform to policies and procedures of the Board and all applicable state and federal laws or agency regulations.

All purchases, whether by competitive bid or otherwise, shall take into consideration the quality of the items supplied, their conformity with specifications, their suitability to the requirements of the educational system and delivery terms.

All other things being equal, contracts shall be awarded and purchases made from local firms.

No employee of the Opelika City Schools System may procure any type of goods or services for personal use through the name of the Opelika City Board of Education.

A requisition/purchase order/contract system shall be established and followed.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 41-16-50; 41-16-51; 41-16-57