

PURCHASING

General

The Sevier County Board of Education will purchase competitively. The director will designate a member of his/her staff to serve as the purchasing agent for the Board.

All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars (\$10000), including those of individual schools, will be based on competitive bids. The Board does allow the use of state bids or the use of bids from other educational agencies in the state of Tennessee that have not expired and the winning bidder is willing to provide the product or service at the previously bid price. Should local bids be used, these bids will be solicited by advertisement in a newspaper of general circulation in Sevier County. This advertisement requirement may be waived in an emergency. The principal will serve as the purchasing agent in each school.

The lowest and best bid will be accepted, provided the Board reserves the right to reject any or all bids or any part of any bid and, if applicable to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

Contracts for legal services, educational consultants, and similar services by professional persons or groups will be based on recognized competence and integrity as well as competitive prices.

All purchases made by the school system will be by purchase order or formal contract, and no purchase will be made nor payment approved unless covered by approved purchase order or contract.

Individual Schools

The purchasing agent for individual schools is the principal. The Board must approve any purchase in excess of \$10,000.00. The director must approve any equipment that is attached to or that requires alteration of the building as well as equipment that becomes a permanent fixture.

Central Office

Routine purchases will include expenditures for supplies, salaries, and other normal expenditures required for the operation of the school system. Such purchases will be included in the annual

school system budget. The director will make all routine purchases; however, the Board must be informed if any substantial variation occurs.

Special purchases are those that are not routine. Such purchases will be made only with prior approval of the Board.

Emergency purchases are those which are necessary to avert hazards to health and/or safety, protect property from damage, or to avoid disruption of education activities. The Board shall be informed of such emergency purchases if these exceed budgetary limits.

The director and other designated employees may purchase surplus federal and state properties as needed for the operation of the school system.

The director, with Board approval, may join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing when every such buying appears to benefit the school system.