

PURCHASING AND BIDDING REQUIREMENTS

For purposes of Policy DJ/DJC the Director of Finance and Operations is assigned the authority and responsibility to serve as the Procurement Officer for the Weston Public Schools.

In compliance with the state law known as the Uniform Procurement Act (M.G.L. Chapter 30B as most recently amended), purchases of materials, equipment and services in the amount of \$5,000 or greater but less than \$25,000 shall be based upon written or oral quotations from no fewer than three vendors providing such supply, equipment, or services. A good faith effort shall be made to obtain multiple quotes or bids for all contracts in excess of \$5,000. Procurements in the amount of less than \$5,000 shall be obtained through the exercise of sound business practices.

Award by the School Committee of procurement contracts in the amount of \$25,000 or more shall be made upon recommendation of the Superintendent or Procurement Officer who will ensure that competitive sealed-bid procedures or participation in collective bidding/purchasing organizations performing competitive sealed-bid procedures have been followed.

When recommending acceptance of a bid, the Superintendent shall inform the School Committee of the reason(s) for the choice being recommended. Every solicitation for bids shall include the declaration that the School Committee as awarding authority reserves the right to reject any or all bids if it be in the public interest to so do.

Adopted: November 21, 2011

LEGAL REF.: M.G.L Chapter 30B