

BIDDING REQUIREMENTS PURCHASING/PROCUREMENT

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The City of Greenfield is subject to M.G.L. Chapter 30B (the Procurement Act, updated 2014 and August 2016) that refers to the procurement of supplies and services by a government body and includes all departments, grants, revenue sources, including special revenue and enterprise funds. In keeping with the law, the City has adopted the following policies and procedures:

UNDER \$10,000

- Purchasing in this category, departments must use sound business practices whereby price quotes for purchases are encouraged and contracts are generally awarded to persons or businesses offering the best cost.

\$10,000 to ~~\$34,999~~ \$49,999

- Purchasing in this category, departments must seek competitive quotes, evidenced by at least three (3) written ~~or oral~~ quotes.

~~\$35,000~~ \$50,000 OR MORE

- Purchasing in this category, departments must have concurrence with sealed bid guidelines of M.G.L. 30B, Sections 5 or 6. Certain exceptions apply and the city procurement officer should be contacted.

PURCHASING GUIDELINES

1. All purchases by any employee must use a Purchase Order request which is approved and signed by the Department Head or Administrator. This includes online and credit purchases.
2. All signed, approved Purchase Orders by Department Heads or Administrators, then go through the business manager and superintendent for central office approval.
3. When approved by the Superintendent, all purchase orders go to the school department accounting office for entry into the accounting system, which encumbers the funds indicated, and processing.
4. If the purchase is for \$10,000 or more, the Purchase Order must be submitted with the three quotes and the original contract, as applicable.

~~All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$25,000 will be based upon competitive bidding. An effort will be made to procure multiple bids for all purchases in excess of \$25,000.~~

~~When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.~~

~~When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid.~~

~~When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding. All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening.~~

~~Bids will be opened in public at the time specified, and all bidders will be invited to be present.~~

~~The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid.~~

~~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. All bids will remain firm for a period of 30 days after opening.~~

~~The bidder to whom an award is made may be required to enter into a written contract with the school system.~~

SOURCE: MASC LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B CROSS REF.: DJA, Purchasing Authority

Policy Subcom 1st review: 5.4.16; 2nd review 9.29.2016

Unanimous recommendation for 1st Reading on 10.12.2016