



Platte County R-3 School District

PURCHASING & DISTRIBUTION PROCEDURES

**PLATTE COUNTY R-3 SCHOOL DISTRICT
PURCHASING & DISTRIBUTION PROCEDURES**

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INTRODUCTION AND PURPOSE

The purpose of the Purchasing & Distribution Procedures document is to provide clarity and instruction for procuring the supplies, equipment, and services necessary to provide a quality instructional program for students of the Platte County R-3 School District. All individuals purchasing goods or services on behalf of the District must adhere to the procedures contained herein.

The procedures are effective April, 2010. All previous purchasing procedures are superseded. The procedures may be revised and supplemented as needed. The most current update shall be available to vendors. This handbook may be found on the District website, plattecountyschooldistrict.com. Navigate to District / Departments & Programs – quick links Purchasing & Warehouse. Staff may also locate this handbook in staff – quick links essentials / handbooks & guides.

Consistent and/or repeated failure to comply with, or flagrant abuse of, established procedures may result in action up to and including termination of employees' authority to expend District funds and/or termination of employment.

GENERAL PURCHASING INFORMATION

The Purchasing Department at Central Office facilitates the procurement of all necessary products and services for the District and complies with all Board of Education policies, Missouri laws governing educational procurement and other applicable Federal, State and Local requirements and policies. Buildings will continue to make small item purchases for their needs. All capital items to be purchased at building level, that fall under the bid guidelines must be discussed and approved by the Assistant Superintendent of Support Services.

The Board of Education has the ultimate authority and approval over District purchases. Policies related to purchasing and payments include DJC: Bidding Requirements, DJF: Purchasing, DK: Payment Procedures, DN: Surplus School Property, FEF: Construction Contracts Bidding and Awards, and GBCA: Staff Conflict of Interest.

The following information is provided to assist in understanding the policies and regulations that govern the purchasing activity of the District. This document is intended to be a general overview. Information and assistance with purchasing requirements may be obtained by contacting the Assistant Superintendent of Support Services at 816-858-5420.

POLICIES AND PROCEDURES

GENERAL ADMINISTRATIVE POLICIES

1. Purchases under \$3,000 do not require bids or quotes; however, a building principal, department, or Purchasing Officer, (Asst. Superintendent of Support Services) may elect to do so to obtain the best price. Bids and quotes will be kept on file in the Purchasing Department in accordance with the General Records Retention Schedule of the Secretary of the State of Missouri.
2. Purchases \$3,000 through \$15,000 require bids or quotes. Bids or quotes may be obtained by the Asst. Superintendent of Support Services and kept on file in the Purchasing Department in accordance with the General Records Retention Schedule of the Secretary of the State of Missouri. Under no circumstances may purchases or projects be divided in an attempt to circumvent the dollar value limits requiring bids.
3. The District attempts to participate in cooperative purchasing programs to the extent that the items purchased meet the district's specifications and needs. The bids taken by these cooperative organizations shall satisfy the district's bidding requirements for the period of time the cooperative bid is accepted.
4. Non-construction and non-renovation purchases of goods or services, where the purchase exceeds \$15,000, shall be bid. All bids will be publicly opened. Under no circumstances may projects be divided in an attempt to circumvent the dollar value limits requiring bids. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from majority of the whole Board. Even without a contract, no purchase that may exceed \$15,000 will be made without prior Board approval, unless in accordance with emergency provisions.
5. For construction or renovation of district facilities, where the purchase exceeds \$15,000, a request for sealed bids will be publicly advertised for two successive weeks in a newspaper of general circulation located in Platte County, Missouri. All bids will be publicly opened and will be retained in accordance with the General Records Retention Schedule of the Secretary of the State of Missouri. Under no circumstances may projects be divided in an attempt to circumvent the dollar value limits requiring bids. All legal notices shall be processed and retained in the Construction Management Department.
6. The service provider must submit affidavit (Appendix C) upon award of any service contract or grant in excess of \$5,000 affirming that provider is

currently participating in E-Verify or any other electronic verification of work program operated by the U. S. Department of Homeland Security.

7. To serve as a valid supplier, vendors must provide a completed W-9 form as required by the Internal Revenue Service. Local sources are preferred and utilized whenever possible. Vendors are prohibited from making sales calls directly at school sites and with District personnel unless an administrator has scheduled an appointment with the vendor.
8. In accordance with Board of Education policy DK, only those situations deemed an emergency may be excluded from following the purchasing procedures.

CONFLICT OF INTEREST

1. The District shall not purchase goods or services from any employee or family member without prior review and the written consent of the Purchasing Officer (Asst. Superintendent of Support Services) or the Superintendent. The Purchasing Officer and Superintendent are precluded from purchasing from his or her own family members as defined by the District's conflict of interest policy, GBCA. Employees shall disclose during the purchasing process previous employment with an independent contractor or vendor involved in the quote or bid process.
2. Personal purchases may not be made from District vendors utilizing District accounts to obtain special pricing afforded the district. The use of the District's name, tax identification number, or any other means which infers District authorization to obtain a reduced price for any product or service being purchased for private use is expressly prohibited.

ETHICS

All District personnel and vendors are expected to conduct business in accordance with the following Code of Ethics statements:

1. Give first consideration to the policies, regulations and goals of the District.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and district policy permit.

5. Promote positive vendor and contractor relationships by according vendor representatives courteous, fair and ethical treatment.
6. Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.

QUOTATION AND BIDDING PROCEDURES

Quotations

A quotation (quote) is a written or oral price furnished by a vendor. The quotation can be used for the purchase of supplies, materials, furniture, equipment and other miscellaneous items. Quotes must be obtained when the projected expenditure is between \$3,000 and \$15,000 per item or is \$3,000 or more in total. Items may not be purchased separately to avoid quote requirements. Purchases exceeding \$15,000 shall be bid in accordance with General Administrative Policies identified previously.

A Designated Agent is authorized to request quotes or may defer the process to the Purchasing Officer. The request for quotation (RFQ) may be issued verbally or in writing. Quotes are requested from three or more vendors without advertising or otherwise complying with the requirements of the formal bidding process. The Quote Summary Sheet (Appendix A) shall be completed for use in this process and is available on the District website, plattecountyschooldistrict.com. Navigate to District / Departments & Programs – quick links Purchasing & Warehouse. The winning quote shall represent the best value to the school district based on a combination of price, quality, delivery, terms and other important factors.

Quotation Procedures

1. When requesting quotes, the Designated Agent or Purchasing Officer shall provide identical specifications to the competing vendors orally or in a letter with an RFQ.
2. All vendors invited to quote will be given a deadline to furnish the quote.
3. Except for unusual circumstances, the vendor will be required to honor the quoted price for a period of at least 30 days. Any quote submitted shall specify the time period for which it is valid. When the quotation is awarded to the winning vendor, the designated agent or an assistant enters a purchase order requisition into SISFIN. The quotation date and a specific vendor contact shall be noted on the P.O.
4. The vendor's quotation number or the name of the vendor's representative issuing the quote shall be keyed in the header/footer of the P.O. For example, this should read "SCHOOL SPECIALTY SUPPLY CO. QUOTE #99999" or "QUOTE PER JOHN SMITH 1/30/10. This will help ensure that the vendor bills us at the agreed price.
5. All quotes shall be retained on file by the Purchasing Officer in accordance with the Retention Schedule of the State of Missouri.

Bidding Procedures

A bid is a price furnished by a vendor. The bid can be used for the purchase of supplies, materials, furniture, equipment and other miscellaneous items. Bids are requested, instead of quotes, when the projected expenditure exceeds \$15,000.

1. Bids for equipment and other capital items may be advertised or a more selective process may be utilized. Suppliers of such items are invited to have their names placed on a mailings list to receive invitations to bid. If an advertisement is not used, then all of the vendors on the appropriate mailing list will be invited to bid.
2. A formal Request for Bid (RFB) is then prepared and sent to the bidding vendors. Prior to mailing to vendors, the RFB must be submitted to the Purchasing Officer for review.
3. All specifications, including the bid deadline, must be clearly detailed in the RFB.
4. Bids must be submitted by the vendor in sealed envelope no later than the announced deadline.
5. According to Board Policy DJC: Bidding Requirements bids are normally accepted on an annual basis, but the Board of Education at its discretion may approve multi-year agreements.
6. Vendors supplying hazardous materials are required to provide Material Safety Data Sheets (MSDS) from the manufacturer for all products that are hazardous. The MSDS must be provided to the end user with the product to ensure appropriate awareness and training occurs. In cases of pesticide products, MSDS information must also be supplied to the Health Services department in accordance with board policy.

Responsibilities in Bidding

The following are the responsibility of the Designated Agent in soliciting a bid:

1. Construct the technical portion of the specification sheet that will be the basis for submitting a bid for services or materials.
2. Develop a list of potential bidders. If the incumbent vendor or any other interested vendor is excluded from the list, the Designated Agent must provide written rationale to the Purchasing Officer explaining their exclusion.
3. Submit the completed specification sheet and list of vendors to the Purchasing Officer.

The following are the responsibility of the Purchasing Officer.

1. Complete the bid package by integrating the submitted specifications sheet into the bid packet with the appropriate bidder's language.
2. Review the bids and list of vendors for clarity and consistency with purchasing policy.
3. Review the technical portion of the bid with the Designated Agent submitting the bid.

4. Assign bid number(s) and opening/closing dates.
5. Advertise the bid as per Board policy and purchasing policy.
6. Receive and secure the sealed bids.
7. Open and read the sealed bids at the appointed place and time.
8. A copy of the bid summary may be sent, upon request, to each vendor that submitted a bid.
9. Send the bid summary, along with a copy of each vendor's full bid package to the Designated Agent requesting the bid.
10. The bid will go to the Board of Education for approval.
11. Following approval, the Purchasing Officer will contact central office personnel to enter the purchase order into SISFIN.
12. The purchase order will be processed and mailed to the successful vendor.
13. All bidders will be notified by letter of the results of the bid.

Please note that a complete copy of every bid submitted for solicitation is kept on file in the Purchasing Department in accordance with the General Records Retention Schedule of the Secretary of the State of Missouri. The Purchasing Department is available at all times to provide guidance and assistance.

METHODS OF PROCUREMENT

Purchase Orders

The Purchasing Department staff assists in procuring non-stock items, as well as services not provided by District staff. To procure items not stocked in the District warehouse or to arrange for services, District staff shall initiate a Purchase Order. The following provides a general overview of procedures for the purchase of goods and services, as well as more detailed procedures for special handling/funding.

Detailed Procedures for Issuing a Purchase Order

1. Determine the item or service to be ordered. Identify the account code (budget number) to be charged.
2. Enter a Purchase Order online
 - a. Indicate an accurate description and specifications for every item listed including brand name(s), model or catalog number(s) size, color, etc. If the number of items is so large that it would be unreasonable or impractical to enter each one on the purchase order a detailed list including unit prices may be attached.
 - b. If specifications are not clear, or incomplete, a request for clarification will be made by Central Office.
 - c. If the item(s) ordered must be exact and cannot be substituted type "NO SUBSTITUTE" on the Purchase Order.
 - d. The cost of each item ordered must be properly entered as a unit price and then totaled.
 - e. Provide any correspondence for specialty items, and/or the vendor contact, whenever possible include delivery charges, if applicable.

- f. Administrators are responsible for verifying that funds are available for the expenditure. (Available funds may be determined by review of monthly accounting reports.
3. Depending on the item/service to be purchased, and dollar amount involved, additional approvals may be necessary. (Additional approvals must be obtained for all categorical, technology, equipment and all orders exceeding \$3,000.00 require quotes or bids.)
4. Once all necessary approvals are obtained, submit to the Central Office for authorization of expenditures.

Employee Reimbursement (Purchase Order required)

The District maintains Purchasing procedures to facilitate the purchase of supplies and services for District staff. For proper internal control, all expenditures of the District must be made through the Administration channels. In the event an employee makes a purchase using personal funds, for whatever reason, the District is not obligated to reimburse the employee unless no other means for the purchase is available and the item is not available from another source. Should an employee make a purchase or charge any item(s) on behalf of the District, determination for reimbursement will be made as follows:

- The purchase must have been pre-approved by the employee's supervisor.
- The expenditures must be appropriate and supported by the appropriate original, itemized receipt.
- Personal purchases of equipment, including technology, will not be reimbursed, unless approved in writing prior to the purchase by the appropriate Administrator.

The District reserves the right to not reimburse an employee for a District-related expense, regardless of documentation presented.

Employee must request reimbursement by submitting a Purchase Order, attaching the appropriate documentation and forwarding the requisition to the Purchasing Department.

Purchasing Cards

The District participates in a Purchasing Card program as a service to employees in acquiring goods and services of minimal expense.

A Purchasing Card shall be used when a vendor does not accept a Purchase Order or in the event that acquiring a Purchase Order would go beyond the time of need for the goods or services.

Information regarding the process for obtaining a purchasing card and the restrictions and requirements for use are available in the Platte County R-3 School District

Purchasing Card Procedures Handbook. The PCR-3 Purchasing Card Handbook may be found on the District's website. Navigate to Staff/Essentials/Handbooks & Guides.

OTHER PURCHASING INFORMATION

Vendors/Direct Service Providers:

1. Invoices must be submitted upon completion for payment to be dispersed.
2. Vendors check will be mailed. Vendors will not be allowed to pick up payment directly due to security purposes.

Gift Card Purchases

Gift cards shall be discouraged for purchase for District employees. Gift cards may not be purchased to be used for the acquisition of supplies, materials or services on a separate transaction. Gift cards may not be received in lieu of a refund made payable to the Platte County R-3 School District for the return of goods or services.

Gift cards that are purchased for the benefit of students must be funded by student activity funds.

A signature page must be kept for auditors. Signature page must show name, date, recipient, and purpose of expenditure.

Non-Allowable Purchases

Purchases of goods or services for personal purposes are not allowed. Should you have specific questions, please contact the Director of Purchasing.

Purchases of Computers and Other Technology Equipment

District policy requires standardization of technology equipment and software. The District's Technology Plan outlines District standards related to technology, including specifications of equipment and software to be purchased and supported at each site. The District Technology Department has the responsibility of enforcing these standards, as well as providing necessary technical support for approved equipment. Therefore, all technology purchases must be approved by the Director of Technology.

Purchases of Equipment

All equipment valued at over \$1,000 shall be tagged as District property, and will be inventoried and tracked. Electronic devices and other special purchases may be tagged regardless of value. Items purchased for less than \$3,000 could be deemed supply purchases and only require approval by the Purchasing Officer.

Sales Tax

The District is not required to pay sales tax on products and services acquired from vendors within the State of Missouri. A tax exempt letter will be provided at the time of purchase. Any purchase approved for reimbursement will comply with the taxation

requirement for purchases made with purchasing cards or purchase orders. The decision to reimburse sales tax may be made in the event of an emergency purchase or other unforeseen circumstance.

Sole Source Providers

A sole source provider is defined as "the only supplier capable of meeting District requirements within the time available, including emergency and other situations which preclude conventional planning and processing."

All sole source purchases in the amount of \$3,000 or more must be approved in advance by the Purchasing Officer. A Sole Source Justification Form (Appendix B) must be completed and approved prior to awarding a quote. This form is located on the District website. Navigate to Staff / Forms. The following criteria may provide assistance in determining that a purchase is only available from a sole source:

One-of-a kind	The commodity or service has no competitive product and is available from only one supplier.
Compatibility	The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Replacement Part	The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Delivery Date	Only one supplier can meet necessary delivery date requirements.
Research Continuity	The commodity or service must comply with established District standards and is available from only one supplier
Unique Design	The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Emergency	URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

If the estimated expenditure is \$3,000 or more, a notice of the proposed purchase will be posted in the same location as postings for School Board meetings.

Vendor Rebates

No gift cards, rebates, reward points, or vouchers may be individually received by District employees or officials. Rebates must be remitted to the Purchasing Officer.

RECEIVING & PAYMENT INFORMATION

Receiving Products

All district buildings will have a designated receiving area where all products are delivered. Each building supervisor/administrator will designate two (2) employees who will sign for products received at the building. An employee will not sign for receipt of a product that the employee requisitioned or ordered. Therefore, all employees must notify the employees designated to receive products when an item is ordered. However, if there is a question as to whether the product was ordered or there is a mistake in the order, the employee ordering the product will be consulted prior to consenting delivery.

Within one (3) business days of receipt of a product, the employee who ordered it will inspect the product to ensure that the district received the appropriate quality and quantity of the product, that the product was delivered in a timely manner and that the price and quantity on the invoice matched the receipt. If the product is acceptable and the purchase was made by purchase order, the employee who ordered it will send proof of receipt to the purchasing officer so that the purchase order can be paid. If a partial shipment is received, the employee will send the receipt to the purchasing officer and will include notification that the entire order has not been received. If the purchase was made by credit or purchasing card, the employee issued the card will submit the receiving slip to the purchasing officer with the card statement. If the statement has already been paid prior to receipt, the employee issued the card will submit the receiving slip to the central office for documentation.

If the product is not what was ordered, the employee who ordered it will contact the provider immediately for correction. If the product cannot be replaced or the error corrected before the expiration of the purchase order, the employee will notify the Purchasing Officer immediately so that the first purchase order is canceled and a new purchase order is issued. If the provider refuses to correct the error, the employee will contact the purchasing officer immediately so that the payment can be withheld or a protest filed with the credit or purchasing card issuer.

The building supervisor/administrator will designate one (1) or more employees to verify all products received over the summer or in other situations where the employee who ordered a product is absent for extended period of time. The person(s) designated will stand in place of the person ordering the product and perform the duties detailed above. The designated person(s) will attempt to notify the person who ordered the product, in addition to the purchasing officer, if there are any concerns.

Receiving Services

In general, a service provider will only be paid after the employee who requested the service verifies that the service has been rendered in accordance with the specifications. Exceptions may be made for purchases such as membership dues,

registration fees and travel expenses such as airline tickets. Employees will contact the Purchasing Officer if there are concerns regarding the quality of the service provided or if the service is not completed in a timely manner.

Payment

Because by law the Board must approve all bills, the Purchasing Officer will work with regular providers to arrange for a billing cycle that allows for official Board approval before payment, and yet protects the district from late fees or interest payments.

SURPLUS PROPERTY

Disposal of Surplus Property:

District property must not be disposed of in dumpsters nor removed from the premises. State laws dictate the method of disposal of items that have been determined by the State to be hazardous waste including computers, TVs, and other electronic equipment. In addition, items that have been inventoried and capitalized by the District must be removed from District accounting records at the time the property is disposed.

Notify the Purchasing Department if you have equipment or furniture that is no longer needed. Items will be picked up and stored at the District Distribution Center and offered to other sites. The District periodically holds surplus equipment sales to dispose of unnecessary furniture and equipment; these items will be listed on the District website and online through GovDeals.com.

Some items are deemed unusable, unsellable, and approved by the Board of Education for disposal in district dumpsters. Items thrown away are not to be taken home by any district employee. Items thrown away are to stay in the dumpsters until picked up by trash services and disposed of at the local city dump station.

The most current update of these procedures shall be available on the District website. Navigate to District / Departments & Programs – quick links Purchasing & Warehouse.

Appendix A

Platte County R-3 School District Verbal/Written Quote Summary Sheet

(Minimum 3 quotes required for items/services costing at least \$3,000 but less than \$15,000)
Use this form to summarize quotes received and to recommend a vendor for award.

Name: _____ Dept/School _____ Phone: _____

Requisition Number: _____

Signature of Person Obtaining Quotes: _____

Item/Service

Requested: _____

Note: If you are unable to obtain 3 quotes, contact the Assistant Superintendent of Support Services at (816)858-5420.

Indicate whether the quotes are written or verbal: _____ Written _____ Verbal
(If written, please attach quotes to this form.)

	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1					
2					
3					
4					

Recommended Vendor:

If you are recommending other than low quote, you are required to provide written justification as to why the low quote was not selected:

Purchasing Acknowledgement: _____ Date: _____

Please retain this form and written quotes. The Purchasing Department will conduct random audits to insure District Policies are being followed.

Appendix B

Platte County R-3 School District Sole Source Justification Form

Instructions: Complete this form for all sole source purchases for amounts \$3,000 and over. Route form to the Purchasing Department for approval. You can email the form, send by school mail, scan, or fax to 858-5593. All sole source requests are subject to approval by the Purchasing Department.

Request for Purchase Number: _____

Commodity/Service being purchased: _____

Proposed Supplier: _____

Requested by: _____ Site/Department: _____ Date: _____

Sole Source Justification prepared by: _____

I. A **Sole Source Purchase** must meet one of the following criteria:

- One-of-a-kind** - The commodity or service has no competitive product AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Compatibility** - The commodity or service must match existing brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Replacement part** - The commodity is a replacement part for a specific brand of existing equipment AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Research continuity** - The commodity or service is needed to maintain research continuity AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- District standards** - The commodity or service must comply with established District standards AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Unique design** - The commodity or service must meet physical design or quality requirements AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Emergency** - URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.

II. Provide details of this request including explanation of why only one source is reasonably available (attach separate sheet if necessary).

III. As Department Head/Principal, I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

Approval:

Signature of Department Head or Principal

Date

Purchasing Approval

Date

APPENDIX C

FILE: DJF-AF4
Critical

**PURCHASING
(Affidavit)**

As a condition for the award of any service contract or grant in excess of \$5,000 by the district, the service provider must submit this affidavit.

This affidavit affirms that _____ [name of provider] is enrolled in, and is currently participating in, E-Verify or any other equivalent electronic verification of work authorization program operated by the U.S. Department of Homeland Security and _____ does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

Name of Registered Agent, Legal Representative or Corporate Officer

Title of Registered Agent, Legal Representative or Corporate Officer

Signature of Registered Agent, Legal Representative or Corporate Officer

(Notary)

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 05/05/10

Revised:

Platte County R-3 School District, Platte City, Missouri