

PURCHASING

1. The Purchasing Agent shall be responsible for developing and administering the purchasing program of the Niskayuna Central School District.
2. Purchasing procedures shall comply with all applicable laws and regulations of the state and Commissioner of Education.
3. Competitive bids shall be solicited using public advertising when purchase contracts for materials, equipment, or supplies of like items and all public work contracts exceed the amount designated by the New York State Comptroller in accordance with Section 103 of the General Municipal Law. Competitive bids may also be solicited without using public advertising for amounts under those designated by the New York Comptroller in accordance with Section 104-b of the General Municipal Law as further defined in Purchasing Regulation 6700-R.
4. Purchases shall be made through available state and country contracts of the Division of Standards and Purchase. Agencies for the Blind or severely disabled, and articles manufactured in correctional institutions whenever such purchases are in the best interest of the school district.
5. The district shall administer the public advertising process as follows in accordance with the district's Purchasing Regulations:
 - a. Advertisement for bids ("Notice to Bidders") will be published in one or more newspapers designated by the district. The notice will state the time and place where the bids received will be publicly opened and read. It will contain a general description of the items or equipment being sought, where and when trade-in goods, if any, may be inspected and how formal specifications and detailed plans may be obtained. The notice must be published at least once not less than five days before time when bids are to be opened and read.
 - b. Notices, with copies of the specifications and bidding forms, may be mailed to potential vendors. If mail solicitation is used, the time between mailing and bid opening date will be sufficient to permit completion and submission of the bid.
 - c. A statement of "Special, General Conditions and/or Instruction to Bidders" shall be included with all specifications submitted to vendors for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment, supplies and services.
 - d. The Board of Education has the right to reject all bids.

6. Opportunity shall be provided to all responsible vendors to do business with the district. To this end the Purchasing Agent shall develop and maintain lists of potential bidders for the various types of material, equipment and supplies. Such "bidders list" shall be used in the development of a mailing list for distribution of specifications and invitations to bid. A vendor may request to be included on the list.

7. The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law, and when unencumbered budget balances are adequate to cover such obligations.

8. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions. The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

9. All contracts which require public advertising as a basis of competitive bidding shall be awarded by resolution of the Board. The Purchasing Agent shall review recommendations for the award of such contracts with the Superintendent of Schools before submission to the Board.

10. Items in general use throughout the district, in the interest of efficiency and economy, shall be standardized whenever consistent with educational goals.

11. Petty cash funds in an appropriate amount shall be established annually. Such funds shall be used for the payment of properly itemized bills of nominal amounts under conditions calling for immediate payment. The amounts allocated, the person responsible, the security measures taken, and the accounting procedures for petty cash funds shall be in accordance with all applicable regulations of the Commissioner of Education and the Niskayuna Board of Education.

12. No Board member, officer, or employee of the school district or their families (as defined in sections 800 through 808 of the General Municipal Law) shall be interested financially in any contract entered into by the Board, nor accept any gratuities, financial or otherwise, from any supplier of materials or services to the district.

13. Specific guidelines and practices for purchasing shall be defined in the Niskayuna Central School District Purchasing Manual. This manual will be made available in the schools to staff and to vendors upon request.

Adopted: February 26, 1996