

Williamson County Board of Education

**Adopted Date:**

2/16/04
Rev. 9/18/06;
Editorial 5/22/14; Rev.
9/21/17

2.805

PURCHASING
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PURCHASING AUTHORITY

1
2 The Executive Committee or its designee, the Purchasing Manager, is responsible for and has
3 authority to purchase all equipment, services and supplies for the exclusive use of the school
4 system.
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6 The Executive Committee and others (purchasing agent) shall be the only persons authorized to
7 obligate the district for the purchase of supplies, equipment and services.
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10 Purchases made by anyone not authorized by the appropriate officials shall become the personal
11 responsibility of the persons making the purchase or purchases. The Board and the
12 Superintendent of Schools will not under any circumstances be responsible for payment of any
13 material or supplies purchased by unauthorized individuals or in an un-prescribed manner.
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15 The Superintendent of Schools and other employees designated by the Board shall be authorized
16 to act for the Williamson County Schools in acquiring Federal surplus property through the
17 Tennessee General Services Department for Surplus Property and in entering into agreements,
18 certifications, and covenants of compliance concerning the use of federal surplus property. Those
19 so designated may delegate this authority to other Board members on dates specified by letter of
20 designation. This delegation of purchasing authority may be made solely for the purpose of
21 purchasing surplus Federal property.
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GENERAL

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25 The primary responsibility of every purchaser is to obtain "the best value for the dollar" for products
26 and services for the School System.
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28 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,
29 materials, and equipment in excess of twenty-five thousand dollars (\$25,000), including those of
30 individual schools, shall be based upon competitive bids. These bids shall be solicited by
31 advertisement in a newspaper of general circulation in the district. However, said newspaper
32 advertisement may be waived by the purchasing agent in case of emergency. The purchasing
33 agent shall advertise for bids. However, bids are not required where the purchases will be made
34 from State or Federal GSA Contract. Also, when the purchasing agent deems that the state
35 contract is not in the best interest of the taxpayer, alternative pricing will be obtained.
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38 All purchases estimated to be between \$2,500 and \$25,000, including those of individual schools,
39 may be made in the open market without newspaper notice, but shall be based on at least three (3)
40 competitive quotes.
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42 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all
43 bids. Any bid may be withdrawn prior to the scheduled time for opening of bids. Any bid received
44 after the time and date specified shall not be considered. The Board recognizes that the lowest bid
45 may not be the most responsible nor most advantageous to the public. Factors to be considered
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1 should include the responsibility of the bidders, warranty offered, availability of service parts, past
2 service experience, life cycle costing, stocking of parts, and training expenses. Any bid that is not
3 the low bid will require Board approval. Monthly summaries of bids shall be submitted to the Board
4 of Education.
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7 The practice of splitting an order or dividing items to be purchased in order to avoid the use of
8 bidding or other purchasing procedures is prohibited.
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10 Contracts for legal services, educational consultants, and similar services by professional persons
11 or groups of high ethical standards shall not be based upon competitive bids but shall be awarded
12 on the basis of competence and integrity.
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14 **EMERGENCY PURCHASES**

15 Purchases of specific materials, supplies, equipment or services may be made in the open market
16 for immediate delivery only to meet bona fide emergencies arising from unforeseen cause. All
17 bona fide emergencies must be approved by the Purchasing Manager, and a written report on the
18 circumstances of any such emergency justifying the purchase shall be prepared and accompany
19 the requisition. However, purchases will not be considered an emergency when lack of proper
20 planning has taken place. All emergency purchases shall, if practical, be made on the basis of
21 competitive bids.
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24 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

25 The directors and the purchasing office shall follow the approved guideline in scheduling bids,
26 review of specifications, advertisement and awarding of bid. This procedural guideline will be on
27 file in the Finance Department.
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30 **BID SPECIFICATIONS**

31 It is the responsibility of the requesting department head to submit complete bid specifications to
32 the purchasing department. The purchasing department may amend bid specifications to guard the
33 Board's interests. Justification must be provided on any sole source or brand name item.
34 Specifications provided for bids must have language that will not restrict vendors from quoting or
35 justification must be attached.
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38 The Superintendent of Schools shall give top priority to and exercise tight quality control.

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40 All purchases shall be made strictly according to law. No contract for supplying educational needs
41 shall be made with any member of the Board, with the Superintendent of Schools, or with any
42 business organization in which any Board member of the Superintendent of Schools has any
43 financial interest whatsoever.
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45 The District will purchase materials and services for those sources able to offer the best prices,
46 consistent with quality, delivery, and service.
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1 The Board shall establish the specifications which it expects suppliers and manufacturers to meet
2 or exceed in the supplies and equipment sold to the Williamson County Schools. The Board may
3 occasionally solicit the assistance of outside agencies in the spot checking of materials purchased
4 by the school district.
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7 The Superintendent of Schools or designee is responsible for assuring that all bills are checked to
8 determine if the price is consistent with market conditions and extra value is received for quantity
9 orders.
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11 The Board may occasionally cooperate with other governmental agencies in the purchasing of
12 goods, services and equipment in order to obtain them at a lower cost.
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31 Refer to Standard Operating Procedures
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39 Legal References:

40 TCA 49-2-206
41 TCA 49-1-304
42 TCA 49-2-203
43 TCA 12-4-106
44 TCA 12-4-101
45 TCA 49-6-2003
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