

PROCUREMENT (QUOTES & BIDS)

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or their designee shall establish procedures to ensure that proper procurement standards are followed. Award or rejection of bids shall be managed by the Superintendent or their designee.

The following items may be exempted from formal bid procedures:

1. Curriculum materials
2. Items or services only available through one vendor (sole source)
3. Supplies or equipment needed in emergencies
4. Goods or services provided through a purchasing co-op or existing contract where procurement is conducted by another governmental entity.

Purchases of \$25,000 or more but less than \$50,000 require informal quote procedures that include written price quotes from a minimum of three (3) vendors. Purchases with an estimated cost of \$50,000 or more shall be formally bid. Awards will be made by the purchasing office subject to final approval by the Superintendent or their designee.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

All bids under Federal awards must be made in accordance with the standards set forth in 2 CFR 200.320 under the Uniform Guidance.

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

Local Bidder Preference Award

Whenever legally possible a contract or purchase for \$5,000 or more shall be awarded to a local vendor when such bid or price quote is comparable to the lowest non-local bid and does not exceed the lowest non-local bid by more than 7.5%.

No local vendor preference will be allowed if the lowest responsible non-local bid or quote exceeds \$200,000.

Business Non Instructional Operations

BP 3311(b)

BIDS (continued)

“Local” for purposes of the preceding paragraphs means a person or entity who:

- a) Holds a current Alaska business license for a location within the Ketchikan Gateway Borough;
- b) If an individual, maintains a primary residence within the Ketchikan Gateway Borough and is eligible for a Permanent Fund Dividend; or, if an entity, is domiciled within the Ketchikan Gateway Borough as shown on documents on file with the State of Alaska; and
- c) Has actively maintained a primary place of business within the boundaries of the Ketchikan Gateway Borough for a period of one year immediately preceding the date of the bid or quote.

The Superintendent or his or her designee may require such documentation or verification as deemed necessary to determine status as a local vendor.

Legal Reference:

ALASKA STATUTES

- 14.14.060 *Relationship between borough school district and borough*
- 14.14.060(h) *Procurement of supplies and equipment*
- 14.14.065 *Relationship between city school district and city*
- 14.03.085 *Procurement preference for recycled Alaska products*
- 29.71.050 *Procurement preferences for recycled Alaska products*
- 35.15 *Construction Procedures*
- 36.15.020 *Use of local agricultural and fisheries products required in purchases with state money*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 27.085 *Competitive pupil transportation proposals*
- 4 AAC 31.080 *Construction and acquisition of public school facilities*

CODE OF FEDERAL REGULATIONS

- 2 C.F.R. 200.317-326, *Procurement Standards*

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (Alaska 1992)

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

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BIDS

Bid Opening

Under no condition shall bids be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time.

When two or more identical bids are received, the Board may determine by lot which bid shall be accepted.

After being opened, all advertised bids shall be made available for review by all interested parties.

(cf. 1340 - Access to District Records)

Sole Source Exemption

Occasionally an item needs to be purchased which costs more than \$5,000 and is available through only one vendor. Purchases not falling under the bid process outlined in Board Policy 3311 require an exemption. To obtain that exemption, the following must be performed:

- a. Review BP 3311 and determine if categorically the item being purchased is already exempt.
- b. Submit a letter from an administrator stating why the exemption is required and certifying that the vendor is sole source. Attach the letter to the requisition and submit it to the Business Office per normal procedures.