

PROCUREMENT

P3502

For Goods and Services between \$1.00 and \$4,999.99

The Westford Public Schools shall follow sound business practices regarding the purchase of equipment, supplies, materials, and services between \$1.00 and \$4,999.99.

For Goods and Services between \$5,000.00 and \$24,999.99

The Westford Public Schools will solicit quotations over the telephone or in writing from at least three vendors for all purchases of equipment, supplies, materials, and services between \$5,000.00 and \$24,999.99, except in cases of emergency involving health or safety. The use of written, telephone, FAX, or Internet quotations may be solicited from vendors whenever feasible or when cost savings, through their use, can be anticipated.

For Goods and Services above \$25,000.00

The Westford Public Schools will follow a formal bid process for the purchase of equipment, supplies, materials, and services over \$25,000.00. Steps shall be taken to secure prices or bids from sufficient producers or dealers in such equipment or supplies, or from persons in a position to furnish such services, as to enable the Westford Public Schools to avail itself of the lowest obtainable prices. The lowest bid shall be accepted, provided that the bidder is financially responsible; the bid is responsive to the needs of the School Department; the bid complies with any quality requirement and/or conditions imposed; and it is in the interest of the School Department to accept it. The Westford Public Schools reserve the right to reject any or all bids.

No contract for the purchase of equipment, supplies, materials, or services shall be awarded unless proposals for the same have been invited by advertisement in at least one newspaper, published in Westford, otherwise in at least one newspaper of general circulation in the district. Such publication shall be at least one week before the time specified for the opening of said proposals. Such advertisement shall state the time and place for opening the proposals in answer to said advertisement, and shall reserve to the district, the right to reject any or all such proposals. All such proposals shall be opened in public. No bid or contract shall be split or divided for the purpose of evading any provisions of this section.

Massachusetts General Law References:

M.G.L. 7:22A – Collective Purchasing; Commonwealth and Political Subdivision

M.G.L. 7:22B – Collective Purchasing Among Cities and Towns

M.G.L. 30B – Uniform Procurement Act

Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised:

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886