

Adopted: 8/1/2008

Revised: 5/14/2020

714 Financial Controls and Recordkeeping Policy (Purchasing Policy)

I: Purpose

The purpose of this policy is to comply with the terms set forth in the Uniform Grant Guidance (Sections §200.317-326) regarding the procurement of goods and services.

II. General Statement of Policy

DaVinci Academy will follow the guidelines set forth in this policy when procuring goods and services.

III. Sealed Bids

The following transactions require that DaVinci Academy obtain sealed bids from interested vendors:

- All contracts greater than, \$175,000, except for perishable food (other than milk)

All requests for sealed bids must:

- Be publically advertised for two weeks
- State the time and place of receiving bids and contain a brief description of the subject matter.
- Bids will be publicly opened at the time and place prescribed in the invitation for bid.
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- Any or all bids may be rejected if there is a sound documented reason.

IV. Requests for Proposals

The following transactions require that DaVinci Academy obtain two or more quotes (if possible) from interested vendors:

- All individual purchases, including contracts, \$3,000-\$175,000
- Affirmative steps will be documented to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.
- All contracts for perishable food (other than milk) that are at least \$10,000
- All contracts for petroleum heating fuel

All requests for proposals must:

- Be kept on file for one year.
- In the case of petroleum heating fuel, be publically advertised at least 30 days before the intended award date.

V. Selection Criteria

DaVinci Academy reserves the right to select the lowest bonafide bid.

VI. Exceptions

Any capital improvement of facilities expenditure greater than \$150,000 will include a bid guarantee equivalent to 5% of the bid price from each bidder, a performance bond on the part of the contractor for 100% of the contract price and a payment bond on the part of the contractor for 100% of the contract price.

The chart below provides more information for further guidance.

	<\$3,000	\$3,000-\$150,000	\$175,000
Contract Labor	Bid/quote not required	Two (2) quotes	Sealed bids
Equipment	Bid/quote not required	Two (2) quotes	Sealed bids
Fixtures	Bid/quote not required	Two (2) quotes	Sealed bids
Furniture	Bid/quote not required	Two (2) quotes	Sealed bids
Heating Fuel	Two (2) quotes	Two (2) quotes	Two (2) quotes
Milk	Bid/quote not required	Two (2) quotes	Sealed bids
Perishable Food	Bid/quote not required	Two (2) quotes	Two (2) quotes