

712 Procurement

I. Purpose

The purpose of this policy is to comply with the terms of the Uniform Municipal Contracting Law (MN Statute 471-345) and the Contracts clause (MN Statute 123B.52) of the School District Powers and Duties section of Minnesota State Law regarding the procurement of goods and services.

II. General Statement of Policy

North Shore Community School will follow the guidelines set forth in this policy when procuring goods and services.

III. Sealed Bids - Over \$100,000

A. Sealed bids are required on all contracted labor, equipment, furniture, fixtures, heating fuel, milk, perishable foods that are greater than \$100,000.

B. Will be posted for two weeks in the Lake County News-Chronicle.

C. State the time and place of receiving bids and contain a brief description of the subject matter.

IV. Request for Bids, Quotes Over \$10,000, but Under \$100,000

All contract labor, equipment, furniture, fixtures, heating fuel, milk, perishable food.

Greater than \$10,000 but less than \$100,000 require a minimum of 2 bids or quotes. Under \$10,000 bids/quotes are not required but suggested as best practice.

V. Record Keeping

All bids and quotes must be kept on file for one year.

VI. Exceptions

Any capital improvement or facilities expenditure greater than \$5000.00 requires Board approval.

This table provides more information for further guidance:

	<\$10,000	\$10,000-\$100,000	>\$100,000
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	Sealed bids
Milk	Bid/quote not required	Two (2) quotes	Sealed bids
Perishable Food	Bid/quote not required	Two (2) quotes	Sealed bids