

SUPPORT SERVICES 07.13 AP.1

PurchaseBidding of School NutritionFood Service Supplies

LIKE ITEMS IN EXCESS OF THE SMALL PURCHASE MAXIMUM ~~\$40,000~~

If the total amount of purchases for like items is more than the small purchase maximum ~~\$40,000 or more~~, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid semi-annually and/or through or in accordance with a schedule determined by the local educational cooperative.

BID SPECIFICATIONS

- ~~1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program Director.~~
- 2. An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in the District website as well as CKEC website to publicize the intent of the Child Nutrition Program Sponsor to purchase needed items. The advertisement for bids/proposals or legal notice shall be run for at least two (2) weeks.**
- ~~3. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.~~
- ~~4. Specifications and bid documents shall be mailed to all potential bidders.~~
5. Bids shall be opened and tabulated by the School Food Service/School Nutrition Program Director.
6. The bids shall be submitted to the Board of Education for action.

AGRICULTURAL PRODUCTS~~PERISHABLES~~

~~Federal regulatory requirements~~ Applicable federal law does not provide a geographic preference bidding exception for purchases of unprocessed locally grown or locally raised agricultural products using perishable food items purchased with school ~~nutritionfood~~ service funds. Perishables purchased using school ~~nutritionfood~~ service funds shall be procured in accordance with applicable federal regulations ~~2 C.F.R. 200.320~~.

When purchasing Kentucky-grown agricultural products, the District may purchase up to \$15,000 using federal micro-purchase thresholds or up to \$350,000 using federal simplified acquisition thresholds.

EMERGENCY PURCHASES

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the School Food Service/School Nutrition Program Director.

The log of emergency purchases shall include: item name, dollar amount, vendor, and reason for emergency.

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RECORDS MANAGEMENT

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

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(Continued)

~~PurchaseBidding~~ of School ~~NutritionFood~~ Service Supplies

RELATED PROCEDURE:

04.32 AP.1

