

ANTHONY ISD BIDS AND QUOTES

AISD's purchasing activities are governed by Education Code Chapter 44; also, refer to the following Board Policies: CH (LEGAL) Purchasing and Acquisition and CH (LOCAL) Purchasing and Acquisition for additional direction.

The following guidelines address the approach to the purchase of items that aggregately, over a 12 month period, are expected to equal or exceed the threshold levels of \$10,000 (requires Quotes) or \$25,000 (requires Bid).

STEPS:

- 1) Planning is of critical importance to compliance. The principal/director should utilize a comprehensive needs assessment model to prioritize campus/department requirements.
- 2) Use the results of your campus/department needs assessment to determine the types of supplies and equipment that are needed. [Reminder: Basis for ordering is predicated on identifying those supplies/equipment needed that aggregately exceed the aforementioned thresholds over a 12 month period.]
- 3) If the total estimated in #2 above exceeds \$10,000 or \$25,000 then the following steps are in order:
 - a) Develop a set of standard parameters for the supplies or equipment that is needed.
 - b) Develop a list of potential suppliers by considering past purchasing practices **and** by identifying other vendors through Region 19, TCPN or other cooperative websites.
 - c) Provide Finance with a letter illustrating the needs, quantities, and parameters along with a list of suggested vendors [including address and/or e-mail contact information].
 - d) Once cleared by Finance, the requestor will issue quotes and Finance will handle bids.
 - e) QUOTES [Estimated time to complete approximates a minimum of five days.]
 - o The same quote will be issued to all of the vendors on the predetermined list of vendors [copy to Finance]
 - o Corrections, if any made, will be provided to all vendors on the predetermined list of vendors [copy to Finance]
 - o Once quotes are received, the requestor will tabulate the quotes and provide Finance with a recommendation
 - o Once consensus has been agreed upon, the requestor will process Purchase Order
 - f) BIDS [Estimated time to complete approximates a minimum of two months.]
 - o Finance will follow TEA Bid Requirements