

SMALL PURCHASING
SEARCH:DJ-1

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. ~~The competitive-bidding (or competitive negotiations) requirements do not apply to purchase of goods, services, other than professional services, insurance or construction single or term contracts, the cost of which is in the aggregate or the sum of all phases is not expected to exceed \$60,000 and that are not otherwise exempt from competitive sealed bidding or competitive negotiations.~~ Purchases under this exception that are expected to equal or exceed \$30,000 shall require the written informal solicitation of a minimum of four bidders or offerors.

Contracts under \$100,000 and other task order contracts should be approved by the Superintendent or his/her designee prior to the award.

The Alexandria City School Board may purchase single or term contracts for professional services if the aggregate or sum of all phases is not expected to exceed ~~\$30,000~~ \$50,000 without undertaking competitive bidding by adopting written procedures for such purchases. However, such small purchase procedures shall provide for competition whenever practicable.

The acquisition of property or services, the estimated cost which is less than \$30,000, may, at the discretion of the Superintendent, or his/her designee, be on the basis of "Open Market" or informal bid procedures under which the requirement for an advertised invitation to bid need not be observed. Such purchases shall be in accordance with written procedures of the school division and shall provide for competition whenever practicable. Specific procedures for purchases under this section shall be published as an administrative regulation.

Emergency Contracts

Whenever, because of an emergency which does not allow sufficient time to engage in normal bidding procedures, it is deemed necessary and in the public interest by the Superintendent to enter into any contract without following the formal or informal bidding procedures required, he/she shall authorize such emergency contract. The Superintendent shall make a full report concerning the emergency contract at the next scheduled School Board meeting.

Adopted: October 24,
1996

Amended: July 10, 1997

Amended: October 7, 2004

Legal Refs.: Code of Virginia, 1950, as amended, sections 2.2-4303, 22.1-68, 22.1-78