

6480 PURCHASE OF FOOD SUPPLIES

By this policy the Board of Education authorizes the purchase of certain food supplies without resort to advertising for bids.

For the purpose of this policy, "food supplies" shall include only those supplies which are to be composition of a food in the operation of a school cafeteria or in a home economics class. "Perishable" food shall be defined as fresh or frozen.

It is the policy of the Board that the Food Services Director be authorized to purchase nonperishable food supplies in any amount and perishable food supplies, excepting bread and milk, without advertising for bid, but such purchases must be made based on vendor quotations for cafeteria or home economic classes; except that food purchases in any one month to the extent of not more than \$250 may be made without soliciting quotations provided a statement signed by the purchaser is filed with the invoice indicating the reason why quotations could not be obtained; such record shall also be retained for review and/or for audit. Government surplus food may also be utilized without resort to bidding or quotations. Maximum utilization of government surplus food shall be made in this district.

The Food Services Director shall obtain price quotations for nonperishable food monthly while school is in session and for fresh or frozen foods (including fruits, vegetables, meat, and ice cream) every other week while school is in session. Uniform specifications governing standards of quality shall be given to each interested vendor. Every opportunity shall be provided to as many responsible suppliers as possible to do business with the district. Lists of potential suppliers for various types of food shall be maintained.

The food supplies on which quotations are obtained shall be purchased from the vendor giving the lowest quotation unless the agent designated by the Board of Education to purchase food supplies can justify the purchase from one of the other vendors submitting a quotation; such justification, together with all quotations received shall be kept in permanent record form, attached to the purchase order and available to school officials, the Board and the State Department of Education for review and audit for a minimum of three years. The Board shall offer a hearing to any vendor whose quotation was not accepted, even though it was lower than that which was accepted.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6
N.J.A.C. 6A:23-2.6

Adopted: 03 January 2013

