CANADIAN VALLEY TECHNOLOGY CENTER BOARD OF EDUCATION POLICY	*Section 3 – Business and Auxiliary Services* Adopted: 2/9/2021 Revised: 9/13/2022, 9/10/2024, 9/9/2026

PROCUREMENT

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- $2,500 to $15,000 — Shall be obtained in written form from the supplier. Purchase orders may be approved by superintendent or superintendent's designee.
- $15,000 and over — Shall be secured by quotes or formal request for proposal in accordance with specific procedures established by the superintendent. Quotes or contracts must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than $100,000 (or any construction management trade contract or subcontract exceeding $50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings (a "Public Construction Contract") shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the "Act"). No such contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act.

The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the district's regularly employed staff to provide necessary labor.

New busses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

Public Construction Contracts over $10,000 but under $100,000 may be awarded on the basis of written quotes to the lowest responsible qualified contractor. Public Construction Contracts for less than $10,000 (or less than $25,000 for minor maintenance and repair) may be negotiated with a qualified contractor.

Reference: OKLA. STAT. tit. 61 § 103
OKLA. STAT. tit. 70 § 9-109