6480 PURCHASE OF FOOD SUPPLIES

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" means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Business Administrator may purchase all food supplies with or without advertising for bids in accordance with N.J.A.C. 6A:23-2.6(c), except the following food supplies which will be purchased in accordance with N.J.S.A. 18A:18A-4 et seq. and N.J.S.A. 18A:18A-6:

Milk

Bread and Rolls

The Business Administrator shall obtain price quotations for food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23-2.6 et seq. Uniform specifications setting standards of quality shall be given to each interested vendor. 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 foods shall be maintained, and quotations shall be solicited in accordance with N.J.S.A. 18A:18A-4 et seq. Food purchases up to $250 in any one month may be made without solicitation of quotations provided that the purchaser files a statement indicating the reason why quotations could not be obtained.

Food shall be purchased from the vendor who submits the lowest quotation, except that food may be purchased from another vendor when the Business Administrator has reason to justify the purchase at a higher price. Any 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 a minimum of three years following the purchase. The Board shall offer a hearing to any unsuccessful vendor whose quotation for food supplies was lower than the quotation 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: 3 May 2004