

# POLICY GUIDE

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Purchase of Food Supplies  
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[See POLICY ALERT Nos. 162 and 198]

## 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 **Board of Education** authorizes the \_\_\_\_\_ **School Business Administrator/Board Secretary or designee** to ~~may~~ purchase all food supplies ~~with or~~ without advertising for bids in accordance with **N.J.S.A. 18A:18A:5** and N.J.A.C. **6A:23A-16.5 et seq.** ~~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:~~

(List food supplies to be bid):

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The **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ shall obtain price quotations for **all** food supplies purchased without advertising for bids in accordance with N.J.A.C. ~~6A:23-2.6 et seq.~~ **6A:23A-16.5 et seq.**



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**Vendors interested in providing food supplies to the school district shall submit a written request to the School Business Administrator/Board Secretary or designee to receive specifications for food supplies to be purchased by the school district. The School Business Administrator/Board Secretary or designee will maintain a list of interested vendors and will mail specifications for food supplies to those vendors who requested such specifications.**

**Each time a purchase of food supplies is to be made, the School Business Administrator/Board Secretary or designee shall solicit quotations from interested, eligible vendors. Quotations for fresh or frozen fruits, vegetables, and meats need not be solicited more than once in any two week period.**

**The School Business Administrator/Board Secretary or designee shall provide definite and uniform specifications governing setting standards of quality shall be given to each eligible interested vendor from whom quotations are solicited. Specifications for food supplies will indicate a time in which all quotations must be submitted to the school district for consideration. 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.**

**All quotations from interested, eligible vendors will be evaluated by the School Business Administrator/Board Secretary or designee. Food supplies shall be purchased from the vendor who submits the lowest quotation, except that food supplies may be purchased from another vendor who submitted a quotation when the \_\_\_\_\_ School Business Administrator/Board Secretary or designee can justify the purchase 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.**



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**The School Business Administrator/Board Secretary or designee may purchase food supplies for any school cafeteria or home economics class to the extent of not more than \$500.00 any month without soliciting quotations provided the School Business Administrator/Board Secretary provides a written signed statement filed with the invoice indicating the reason why quotations could not be obtained. The signed statement filed with the invoice shall be retained for review and audit.**

**Nothing in this Policy shall prevent the Board from purchasing food supplies by advertising for bids and awarding contracts in accordance with N.J.S.A. 18A:18A-4.**

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

N.J.A.C. ~~6A:23-2.6~~ **6A:23A-16.5**

Adopted:

