

## PROCUREMENT POLICY FOR Montpelier School District Food Service

**Montpelier Public School District will adhere to the following policy requirements for any procurement related to food service:**

### **PURCHASES:**

Purchases greater than \$25,000:

- If the aggregate amount exceeds twenty-five thousand dollars (\$25,000.00) per school year, it is considered a **formal purchase**. The contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published at least once in a newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district's website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding the formal procurement process.

Purchases greater than \$10,000 and less than \$25,000:

- Any purchase greater than \$10,000.00 and less than \$25,000 is considered a **small purchase** and does not require a bid process; however, the small purchase shall be made on a competitive basis.
- Montpelier Public School District will obtain two or more **price quotes** when any purchase will cost more than ten thousand and less than \$25,000.

Identical bid specifications will be provided to all potential vendors. Any Q&As will be given to all vendors.

Purchases less than \$10,000:

- Any purchase below \$10,000.00 is considered a **micro-purchase**. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, micro-purchases must be distributed equitably among qualified suppliers. If there is a major price difference between vendors, follow small purchase procedures.

### **Bid Specifications:**

Montpelier Public School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

### **Geographic Preference:**

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School Montpelier Public School District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

### **Buy American:**

Montpelier Public School District will adhere to "Buy American" for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:

- Food preferences can only be met with foreign goods such as Bananas
- Insufficient quantity and/or quality is available in the USA
- Domestic cost is **significantly** higher

End Montpelier Public School District Policy HCAF.....Adopted: 11-09-2022