

## ITEMS EXEMPT FROM THE BID PROCESS

The board acknowledges the following exemptions from the competitive bid process, as allowed by law. However, standardized requisition and purchasing procedures shall be followed in obtaining these items even though they are exempted from bid.

### Section I: SINGLE SOURCE ITEMS

There exist some items which are termed “noncompetitive items,” “single source items,” and “non-comparable items” which may be copyrighted, patented or are peculiar to a particular function and which are available from only one source of supply. The law provides that such items may be purchased from the single source vendor, provided that the price paid does not exceed the vendor’s published price for the item. While exempt from the bid procedure, it is required that all single source purchase transactions be approved by the board and a clear definition of the items being purchased and a certification of the conditions and circumstances particular to each purchase shall be noted on the minutes of the board, PRIOR to the purchase of the single source items. This section of the policy shall not be abused for expediency. A detailed record of all “single source purchases” must be maintained for audit purposes.

- A. Prior to the purchase of any single source item(s), the administrative staff shall present to the Board of trustees a certification of the conditions and circumstances requiring the purchase and a certification that the item(s) is in fact available from a single source of supply only. The board may authorize the purchase and the authorization shall be noted in the Board Minutes.
- B. Purchases of single source item(s) from regulated utility companies, to the extent prices are fixed by tariff, are not subject to public bid requirements.

### Section II: PERISHABLE ITEMS

Food items purchased in connection with the food service program and the home economics programs are exempt from the bid process, due to the nature of the item.

### Section III: REPAIR PARTS

Repairs to equipment are exempted from bid requirements, provided that the vendor performing the repair shall forward to the purchasing department invoices identifying the equipment repaired (manufacturer, model, serial number) specific

repairs made, parts are identified by number and name, all supplies used in the repair process, the number of hours of labor and costs incurred.

Repair parts required by the district to perform "in-house" repairs to Jackson Public School District owned equipment likewise is exempted from the competitive bid process so long as the item of equipment is clearly identified (location, manufacturer model number and serial number) on the purchase order document at the time of purchase.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Sections 31-7-13; Mississippi Code of 1972, (Telecom Systems, Inc., v. Lauderdale County Board of Supervisors, 405 So. 2d 119 (1981))  
Financial Accounting Manual for Mississippi Schools, p.41-44, 1985, Amended 1989;  
DATE: October 27, 1986  
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