

JULY 26, 2007 ADMINISTRATIVE MEETING FOLDER CONTENT LIST.

1. PURCHASING PROCEDURE UPDATE

2. QUOTE/BID LIMIT GUIDELINE

3. EMERGENCY EXCEPTIONS TO COMPETITIVE BIDDING REGULATIONS

4. SOURCE-BASED DEFINITION MASTER LIST FORM

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recorded by designated d

Names of all names of firms submitting bids shall

Prices submitted shall be read aloud and

necessary to perform the work under the contract in a timely, complete and
acceptable manner;

not to be available/unreliable
> replete past performance, products or services. Such factors in
past performance, products or services.

WILLIAM HARRIS

may not consistently be made to a particular business or supplier

compliance with existing requirements may be waived upon the recommendation of the Purchasing Agent in cooperation with appropriate administrators, shall determine all questions of compatibility, comparability or equivalency. Equivalency may

by the State Purchasing Department, prior to being acted upon by Purchasing.

Requests must be submitted with the assurance of the material and/or services requested.

If funding can be obtained by approved

by Purchasing Department.

Requester must include the following:

Physical, chemical and/or technical composition

Dimensions, tolerances, and acceptance

Quantity or estimated re

Time require

Su

Approximate Cost

... Specifications for... advertised... with... by the purchaser...
... by mail... in the... vendor's... of... and...

... that may be construed as arbitrary or... word of his...
... capricious...

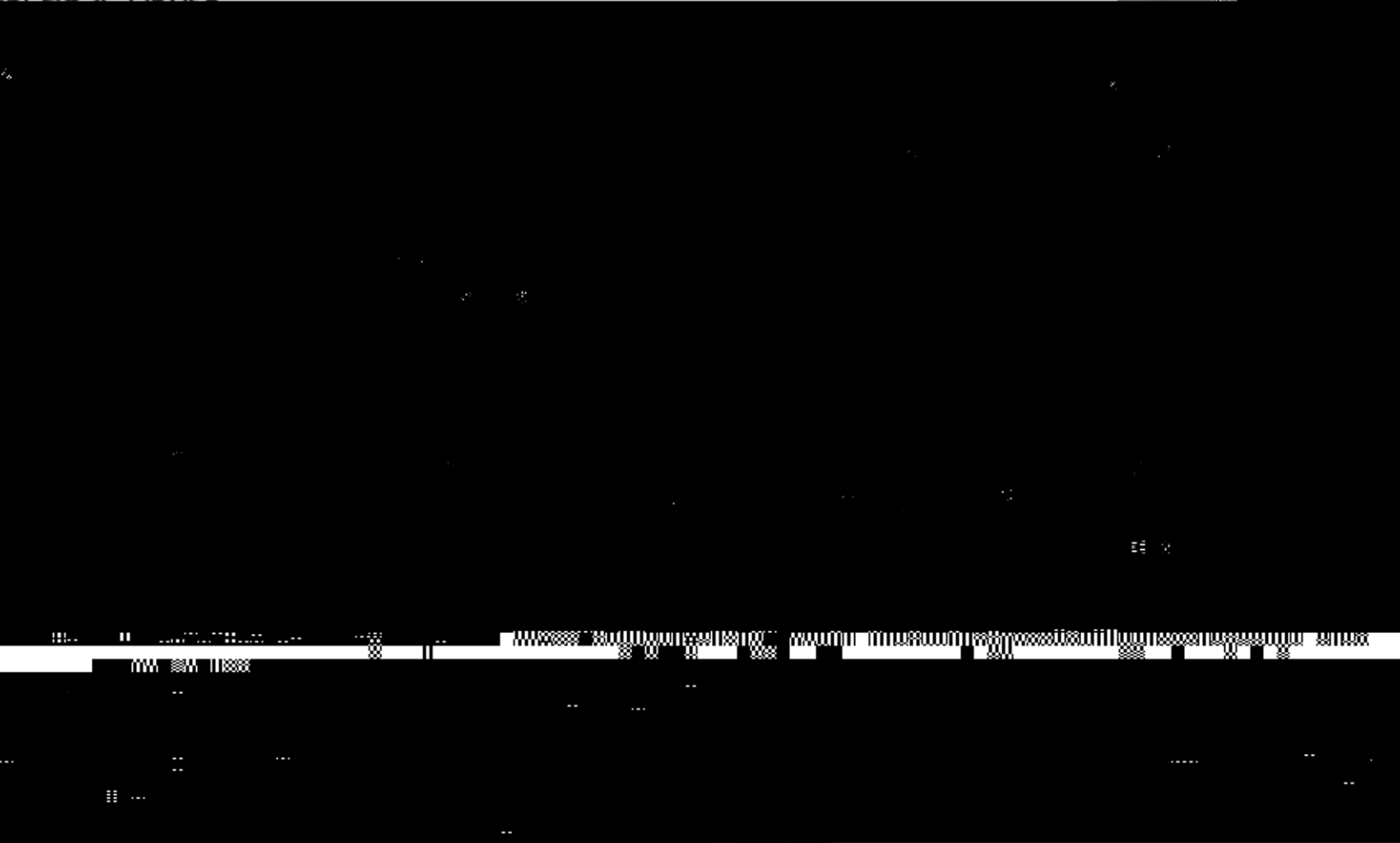
QUALITY CONTROL

EVALUATION OF PRODUCTS/QU

... products... evaluation... poses is the responsibility of the...
... manufacturer... labels... required to... of their...
... product... with specific... can be... such...
... hidden... be coordinated and documented by... purchasing office...
... responsibility... Agent...
... to determine whether... proposed...
... such decision shall be based on evaluation by the...
... documentation shall include all related data... and the Purchasing A

... materials received... The materials...
... if... the quality of the product... the materials...
... The Purchasing Agent... responsible... quality problem, the...
... most reasonable price while... consistency... of...

... NL ...



Γρίδα εντός (1) locatiori - Returned to orderer at location



OF CT / BID LIMIT GUIDELINE

For Roads Not Covered by Rids Contract

Item No.	Description	Unit	Quantity	Unit Price	Total Price
1	Excavate and backfill with select fill	cuyd	100	1.50	150.00
2	Asphalt concrete paving	sqyd	500	2.00	1000.00
3	Concrete curb and gutter	linc	100	1.00	100.00
4	Gravel base	cuyd	200	0.75	150.00
5	Gravel subbase	cuyd	200	0.50	100.00
6	Shoulder gravel	cuyd	100	0.50	50.00
7	Clearing and grubbing	ac	5	10.00	50.00
8	Grass seed and fertilizer	sqyd	1000	0.05	50.00
9	Water pipe installation	linc	100	1.00	100.00
10	Electric conduit	linc	100	1.00	100.00
11	Storm sewer pipe	linc	100	1.00	100.00
12	Manhole construction	each	1	100.00	100.00
13	Signage	each	1	100.00	100.00
14	Construction materials	various	various	various	various
15	Construction labor	hour	1000	1.00	1000.00
16	Construction equipment	hour	100	1.00	100.00
17	Construction permits	each	1	100.00	100.00
18	Construction insurance	each	1	100.00	100.00
19	Construction safety	each	1	100.00	100.00
20	Construction testing	each	1	100.00	100.00
21	Construction materials	various	various	various	various
22	Construction labor	hour	1000	1.00	1000.00
23	Construction equipment	hour	100	1.00	100.00
24	Construction permits	each	1	100.00	100.00
25	Construction insurance	each	1	100.00	100.00
26	Construction safety	each	1	100.00	100.00
27	Construction testing	each	1	100.00	100.00
28	Construction materials	various	various	various	various
29	Construction labor	hour	1000	1.00	1000.00
30	Construction equipment	hour	100	1.00	100.00
31	Construction permits	each	1	100.00	100.00
32	Construction insurance	each	1	100.00	100.00
33	Construction safety	each	1	100.00	100.00
34	Construction testing	each	1	100.00	100.00
35	Construction materials	various	various	various	various
36	Construction labor	hour	1000	1.00	1000.00
37	Construction equipment	hour	100	1.00	100.00
38	Construction permits	each	1	100.00	100.00
39	Construction insurance	each	1	100.00	100.00
40	Construction safety	each	1	100.00	100.00
41	Construction testing	each	1	100.00	100.00
42	Construction materials	various	various	various	various
43	Construction labor	hour	1000	1.00	1000.00
44	Construction equipment	hour	100	1.00	100.00
45	Construction permits	each	1	100.00	100.00
46	Construction insurance	each	1	100.00	100.00
47	Construction safety	each	1	100.00	100.00
48	Construction testing	each	1	100.00	100.00
49	Construction materials	various	various	various	various
50	Construction labor	hour	1000	1.00	1000.00
51	Construction equipment	hour	100	1.00	100.00
52	Construction permits	each	1	100.00	100.00
53	Construction insurance	each	1	100.00	100.00
54	Construction safety	each	1	100.00	100.00
55	Construction testing	each	1	100.00	100.00
56	Construction materials	various	various	various	various
57	Construction labor	hour	1000	1.00	1000.00
58	Construction equipment	hour	100	1.00	100.00
59	Construction permits	each	1	100.00	100.00
60	Construction insurance	each	1	100.00	100.00
61	Construction safety	each	1	100.00	100.00
62	Construction testing	each	1	100.00	100.00
63	Construction materials	various	various	various	various
64	Construction labor	hour	1000	1.00	1000.00
65	Construction equipment	hour	100	1.00	100.00
66	Construction permits	each	1	100.00	100.00
67	Construction insurance	each	1	100.00	100.00
68	Construction safety	each	1	100.00	100.00
69	Construction testing	each	1	100.00	100.00
70	Construction materials	various	various	various	various
71	Construction labor	hour	1000	1.00	1000.00
72	Construction equipment	hour	100	1.00	100.00
73	Construction permits	each	1	100.00	100.00
74	Construction insurance	each	1	100.00	100.00
75	Construction safety	each	1	100.00	100.00
76	Construction testing	each	1	100.00	100.00
77	Construction materials	various	various	various	various
78	Construction labor	hour	1000	1.00	1000.00
79	Construction equipment	hour	100	1.00	100.00
80	Construction permits	each	1	100.00	100.00
81	Construction insurance	each	1	100.00	100.00
82	Construction safety	each	1	100.00	100.00
83	Construction testing	each	1	100.00	100.00
84	Construction materials	various	various	various	various
85	Construction labor	hour	1000	1.00	1000.00
86	Construction equipment	hour	100	1.00	100.00
87	Construction permits	each	1	100.00	100.00
88	Construction insurance	each	1	100.00	100.00
89	Construction safety	each	1	100.00	100.00
90	Construction testing	each	1	100.00	100.00
91	Construction materials	various	various	various	various
92	Construction labor	hour	1000	1.00	1000.00
93	Construction equipment	hour	100	1.00	100.00
94	Construction permits	each	1	100.00	100.00
95	Construction insurance	each	1	100.00	100.00
96	Construction safety	each	1	100.00	100.00
97	Construction testing	each	1	100.00	100.00
98	Construction materials	various	various	various	various
99	Construction labor	hour	1000	1.00	1000.00
100	Construction equipment	hour	100	1.00	100.00

Open Office: 9:00 AM
Call for Quotes: Office Hours

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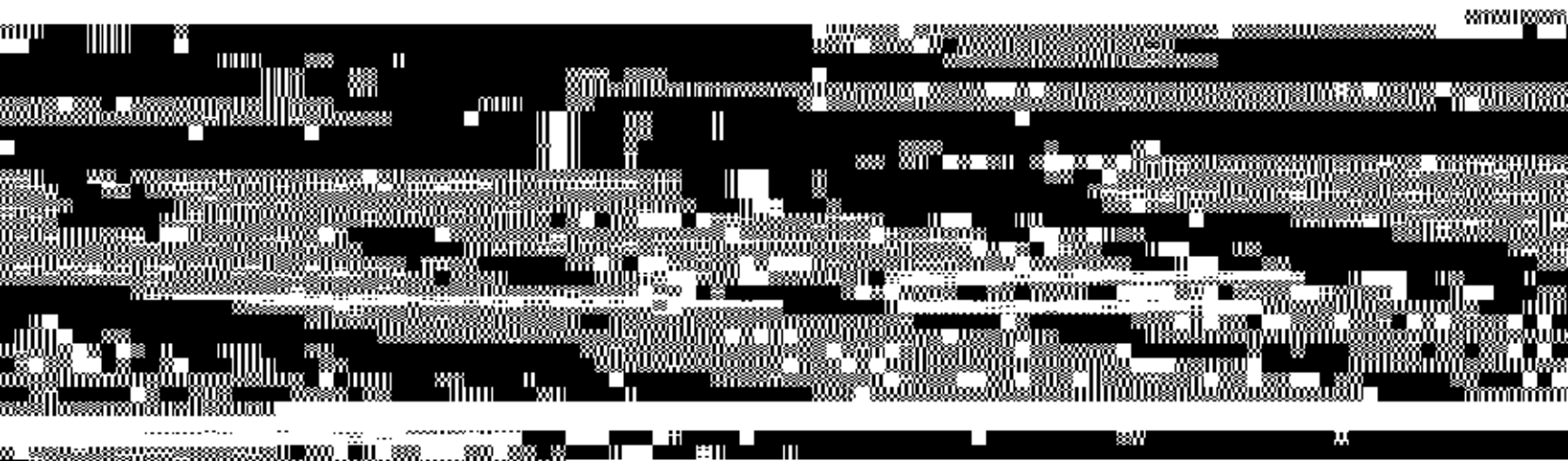
EMERGENCY EXCEPTION
TO COMPETITIVE BIDDING



exception to the competitive bidding
procurement process. The grounds for such an exception are:

Subdivision 103 sets forth an
exception to the requirements of competitive bidding for

inhabitants of the political subdivision or a district therein; and (3) the procurement



exception when the procurement is necessary in the event
of an emergency, lack of adequate funds, or other
circumstances that justify the use of the procurement process.

subdivision's procurement policies and procedures.

the procurement of proposals produced in a
state of emergency, the procurement process

not be used to justify the declaration



Sole Source:

As provided by section 103 of the General Municipal Law sole source is defined as a situation

chase order.

Sachem Central School District

SOURCE INFORMATION

Quoted for the above equipment/service from the following companies in six
months

Quotes were

Name Address Telephone Number Fax Number Date

1. _____

2. _____

3. _____

#5-3

MEALS AND REFRESHMENTS

...to provide ... or educational purpose. ... Any ex
... be approved in ... by the appro...
Building Administrator. Meal requests may be approved when:

... floors and/or employees ...
... would be refreshments ... or meals ...

... ..

... ..



ins policy

The S

members are eligible for reimbursement for expenses incurred while on such staff

reimbursement for travel expenses

business. In such cases, the district will

traveling on district-related business and

personnel of district business. Person-
expended to

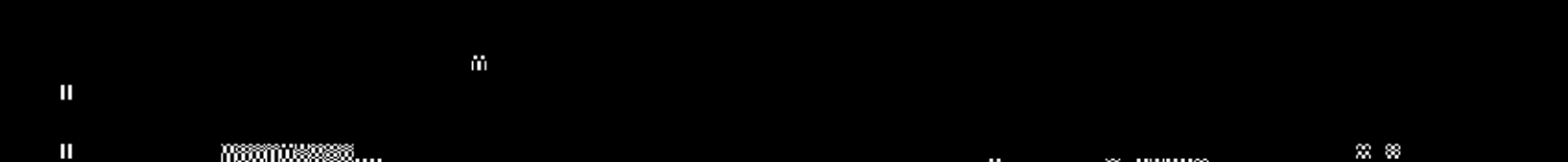
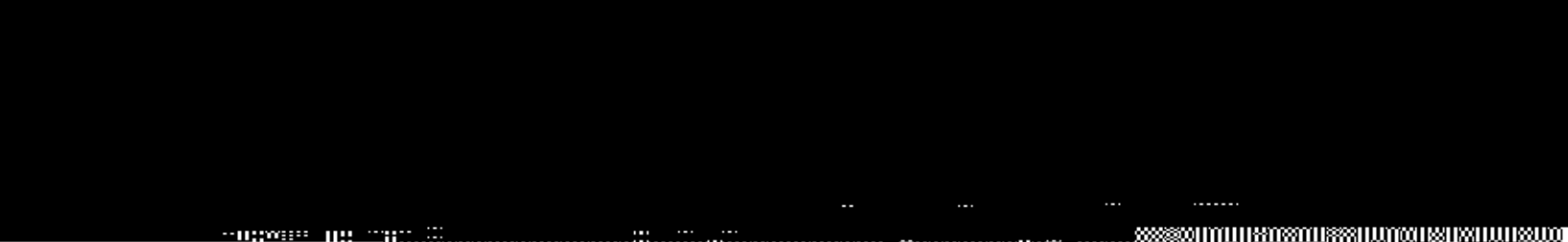
at a reasonable rate or a pre-determined rate described above
will be reimbursed only if approved by the President (for members of the Board
the Superintendent), and Superintendent (for all others) prior to the start of the travel stay. The traveler must

also be
ion costs, sundry expenses
for personal expenses.

reimbursement for expenses subject to the caps provided below. It also covers
incidental office expenses as defined below, but not for

PERSONAL VEHICLE

In case of...



Detailed bills must be submitted to justify reimbursement of actual or estimated travel expenses. A copy of the bill must be submitted to the District Office which does not show the individual items comprising the total bill.

Conferences

Registration, workshop and other fees as itemized in the conference brochure will be reimbursed. Reimbursement will be made for actual costs incurred by the District Office for non-entertainment related expenses and will not be paid for expenses unrelated to official business are considered reimbursed by the District Office.

Shipping and Gratuities

Reimbursement will be made for actual costs of shipping and gratuities such as at lodging establishments.

Reimbursement may be given for non-taxable expenses such as photocopying, postage, modem connection or other incidental office services.

These expenses must be itemized and supported by receipts. Reimbursement for these expenses must be supported by receipts. District Office staff members must document the date, time and location of the expense.

#1

ADMINISTRATIVE REPORTING

FINANCING PROGRAMS UPDATE, DATE
SUMMER 2003

Municipal Law - Municipal Law and Board of Education Policy requires that bids be for
amounts

amounts.
**PLEASE NOT

Item	Description	Amount	Notes
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