
Lindale ISD Food Service Department Procurement Procedures

The food service department shall comply with state purchasing laws and local Board Policy, CH Legal and Local, and the Federal and State Grants Manual. The Food Service Director shall be responsible for selecting the appropriate procurement method for each purchase.

Micro –Purchase Procedure: The Food service department will purchase goods and services under this method from qualified vendors, but will not competitively procure the micro-purchases, unless in the aggregate in a 12-month period exceeds the state law threshold. A Micro-purchases transaction will not exceed \$3500.00. The Food Service Director shall monitor purchases to ensure that micro-purchases are distributed equitably among qualified vendors ensuring that the price is reasonable. All micro-purchases will be documented and documentation will be kept on file for five (5) years.

Small or Informal Purchase Procedure: This procedure shall be used by the food service department for the purchases of goods or services that do not exceed \$50,000.00. The food service department shall require written, emailed or faxed quotations from at least three (3) qualified vendors. The food service director shall strive to obtain small purchases from qualified vendors under a Cooperative Purchasing Program. The food service department is currently participating in the following cooperative purchasing programs: ESC 7, Region 8 TIPS, TASB Buy Board, Texas Smart Buy (state purchasing co-op), as stated in Lindale ISD State and Federal Grants manual. The award will go to the most reliable, responsible and lowest price if products quoted meet the needs of the food service department. A score card will be used to determine the price of the product, the qualifications of the vendor, the availability and quality of the product. All small purchases will be documented and documentation will be kept on file for five (5) years.

Formal Purchase Procedure: This procedure shall be used by the food service department for the purchases of goods or services that exceed \$50,000.00. The food service department shall comply with the sealed bid requirements, as defined by the EDGAR, as noted in Lindale ISD State and Federal Grants manual or may use one of the purchasing co-op's. The food service department is currently participating in the following cooperative purchasing programs: ESC 7, Region 8 TIPS, TASB Buy Board, Texas Smart Buy (state purchasing co-op), as stated in Lindale ISD State and Federal Grants manual. To increase efficiency and effectiveness, the food service department may contract or agree with other local governments and with state agencies, to perform some of its purchasing functions. The award will go to the most reliable, responsible and lowest price if products bid meet the needs of the food service department. A scoring procedure will be used to determine the price of the product, the qualifications of the vendor, the availability and quality of the product. All formal purchases will be documented and documentation will be kept on file for five (5) years.