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5 **4100 CONTRACTS AND PURCHASING**

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7 4101 Buildings and Grounds

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9 Except as set forth below, all construction, reconstruction,  
10 repairs, maintenance or work of any nature involving the buildings  
11 and grounds of the District shall be performed pursuant to  
12 contract, work order, or purchase order approved by the Board.  
13 The previous sentence notwithstanding, the Board hereby  
14 delegates to the Superintendent or his/her designee the authority  
15 to enter into contracts, execute purchase orders and work orders,  
16 and undertake the steps necessary to arrange for services and  
17 procure materials in association with Buildings and Grounds in  
18 the following circumstances:

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20 a. In emergency situations in order to preserve lives or  
21 property. In such circumstances, the Superintendent shall be  
22 guided by Policy Manual Section 3130 (pertaining to extraordinary  
23 powers of the Superintendent) as said section may be from time to  
24 time amended.

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26 b. The performance of any construction, reconstruction,  
27 repairs or work of any nature where the entire cost or value  
28 including labor and material is less than \$5,000 when the same is  
29 performed by the District's own maintenance personnel. The  
30 aforesaid limitation of \$5,000 may be increased to the sum of  
31 \$10,000 provided that the Superintendent or his/her designee  
32 obtains written or telephonic price quotations from at least three  
33 (3) qualified and responsible contractors for the contemplated work  
34 and provided that the Superintendent has good basis upon which  
35 to conclude that the District's maintenance personnel can perform  
36 the project for a sum equal to or less than the lowest written or  
37 telephonic price quotation.

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39 c. The performance of any maintenance work irrespective  
40 of the entire cost or value of such work provided that all of said  
41 maintenance work is performed by the District's own personnel  
42 and provided that all of the materials utilized in said maintenance  
43 work shall cost less than \$10,000.  
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3            ~~The expenditures made pursuant to this policy section need not be~~  
4 ~~separately approved by the Board, it instead being the intention of the Board to~~  
5 ~~vest in the Superintendent or his/her designee the authority to expend funds and~~  
6 ~~utilize District personnel for the purposes set forth herein. The Superintendent~~  
7 ~~shall from time to time establish procedures for the implementation of this policy,~~  
8 ~~and upon request by the Board, the Superintendent shall report to the Board~~  
9 ~~details and information concerning projects engaged in pursuant to this policy.~~

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11            The authority delegated to the Superintendent pursuant to  
12 this policy is limited to the restrictions of the annual budget  
13 adopted by the Board. The Superintendent shall have no authority  
14 to authorize the expenditure of any funds not allocated for in the  
15 budget. **For every expenditure authorized under this section,**  
16 **the Superintendent shall, at the next regularly scheduled**  
17 **Board meeting following the authorization of said expenditure,**  
18 **deliver a written report to the Board for the purpose of**  
19 **reviewing the actions taken by the Superintendent. The**  
20 **report shall be a separate document citing this section and**  
21 **shall not solely be a part of another report or motion such as**  
22 **bills authorized for payment. However, all expenditures**  
23 **authorized by the Superintendent hereunder shall, also, be**  
24 **submitted to the Board for approval for payment.**  
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26            Adoption Date        -        September 13, 1999  
27            Revision Date        -  
28            Practice                -  
29            Legal Reference      -        School Code Section 751  
30            Cross Reference     -        Policy 3130

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32 LDC/dv  
33 DRAS/rjf  
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