

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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