

PURCHASING

The function of purchasing is to serve the educational program by providing the Yonkers City School District (the “District”) with necessary supplies, equipment, and related services. In accordance with the Intermunicipal Agreement (“IMA”) between the District and the City of Yonkers (the “City), effective June 16, 2014, the purchasing function of the District shall be centralized in the City, through its Purchasing Department (“Purchasing”). No Board member, officer, or employee of the District shall have an interest in any contract entered into by the Board and/or the District, as provided in Article 18 of the General Municipal Law (GML).

The Superintendent of Schools in collaboration with the City’s Commissioner of Finance and/or their respective designee(s) shall be responsible for establishing and implementing regulations, procedures, and standard forms for use in all purchasing and related activities in the District. Such regulations, procedures, and standard forms shall comply with all applicable local, state, and federal laws, regulations, rules, and/or guidelines having jurisdiction over such matters. Purchasing shall manage the District’s purchasing process.

It is the goal of the Board of Education (the “Board”) to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. It is the responsibility of Purchasing to procure all goods and services in a manner that guards against favoritism, improvidence, extravagance, fraud, and corruption and foster honest competition in order for the District to obtain the best goods and services at the lowest possible price.

All District purchases shall be made pursuant to law as well as Board policy, regulations, and/or procedures. Prior to commencing the procurement of materials, equipment, supplies, and/or the awarding of public work contracts, the District shall make a determination as to whether such procurement must be made in accordance with the bidding requirements of the GML through Competitive Sealed Bidding wherein responsible bids have been received pursuant to a public advertisement soliciting formal bids. If the procurement is exempt from the bidding requirements of the GML, the procurement shall be made in a manner that is not only consistent with the applicable budget, but also in accordance with District regulations and/or procedures (see 6700 R, Purchasing Regulation).

In accordance with law, the District shall give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term “alternative format” shall mean any medium or format for the presentation of instructional materials other than a traditional print textbook that is needed as an accommodation for a disabled student enrolled in the District and shall include, but is not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation, and guidelines set forth by the Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible.

The Board, as permitted under the law, will strive to meet the following objectives in its purchasing of goods and services:

1. ensure prudent and economical use of public monies in the best interest of the taxpayers;
2. acquire goods and services of maximum quality at the lowest possible cost under the circumstances;
3. guard against favoritism, improvidence, extravagance, fraud, and corruption;
4. obtain materials, supplies, and contracted services at the lowest prices possible, consistent with the quality and standards needed;
5. ensure all purchases fall within the framework of budgetary limitations and are consistent with the educational goals and programs of the District;
6. maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions;
7. ensure, through the use of proper internal controls, that loss and/or diversion of District property is prevented;
8. effectively supply all administrative units in the school system with needed materials, supplies, and contracted services; and
9. take the educational welfare of the pupils into consideration when making any purchase.

Opportunities shall be provided to all responsible suppliers to do business with the District. When allowable under the law and only when bids or quotations on an item or service are identical as to price, quality, and other factors, suppliers whose place of business is situated within the District may be given preferential consideration.

Ref: Education Law §§305(14); 409-i; 1604(29-a); 1709(9)(14)(22); 2503(7-a); 2554(7-a)
 General Municipal Law §§100 - 109-a; 800 - 813
 Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)
 8 NYCRR Par 114
 State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a

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