

FOOD PURCHASING REGULATIONS

1. Before purchasing foods, the Child Nutrition Supervisor should complete in an established time line the following functions:
 - a. Plan menus
 - b. Determine quality and quantity of food items needed to meet requirements
 - c. Determine inventory on hand and identify items requiring purchase
 - d. Identify items to be purchased based on stock levels and quantity required to produce menus
 - e. Write specifications and develop market orders for purchase
2. Vendors shall submit bids to the Lafayette Parish Child Nutrition Purchasing Clerk by the established time on the day requested. The Purchasing Clerk shall tabulate all bids. The Child Nutrition Supervisor shall evaluate the bids submitted and recommend award of the bids. The Child Nutrition Supervisor shall award bids to the lowest bidder meeting all specifications. Any time the lowest bidder does not meet specifications, the Child Nutrition Supervisor shall document the reasons for awarding the bid to a higher bidder.
3. Produce shall be purchased in accordance with state and federal regulations as often as necessary to maintain an efficient and financially sound operation.
4. Small purchase procedures may be used whenever the aggregate amount does not exceed the amount established by guidelines as addressed in Bulletin 1196 and when the purchases are highly perishable materials, such as fresh produce. Small purchase procedures must incorporate maximum open and free competition. A clear and accurate description of the items to be purchased must be provided so that each vendor can provide price quotations on the same merchandise or service. Price quotations shall be obtained from an adequate number of qualified sources.

The request for quotations may be in written form or oral with a written confirmation. Price quotations thus secured must be maintained on file.

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