

18.01 Purchasing Supplies and Equipment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to utilize good business practices when purchasing supplies and equipment.

Procedure:

Annually or as needed, the Costing and Training Coordinator shall be responsible for securing prices for supplies and equipment purchased on a regular basis for areas and departments under his/her responsibility. This process will consist of:

Preparing Bid Packages

- Obtain three (3) or more bids from reputable businesses.
- Bids will be required for firm fixed pricing when available and for no less than one year.
- Bids will be requested for generic items whenever possible
- Pricing will be requested for brand names whenever quality is of importance or a contract requires a specific item.
- Whenever possible, requests for product equals shall be noted in the supplemental vendor pricing quotes.
- Bid specifications shall include the size, quantity, unit price, multiple costs for varying sizes such as quart, gallon, 5-gallon, 55-gallon containers, weights, dilution specifications, shipping fees, parts necessary to the item, maintenance and repair parts needed for each item.

Reviewing the Bid Package:

- Once vendor-costing sheets have been returned, prices for each line item will be listed and the lowest priced item will be the purchase price for the year.
- Vendors who provide certain benefits, such as quick delivery, free training, exceptional service, etc., will be asked to meet or exceed the lowest price.
- Sole sourcing may be used due to the nature of the item (for example: soaps that fit only one type of dispenser.)
- The bid package will identify supplies and equipment by number. The item number will be used when ordering.
- The bid package and final order will identify items by their common nomenclature.

One-Time Purchases:

- Supplies and/or items needed for any special projects are to be purchased by the employees responsible for the project upon proper authorization by the CEO/President. Three (3) bids should be obtained whenever possible.
- In the event that the purchased item(s) becomes regularly used or needed, the Costing and Training Coordinator shall add it to the regular list of supplies and equipment.
- Failure to follow these procedures may result in the item(s) not being purchased as requested.

Add-Ons:

- Items that are not included on the approved list shall be identified by nomenclature, size, weight, quantity, and other distinguishing descriptions and added to the regular list. The “buy down” process shall be used, a low bid established and the list revised and redistributed.

Supply lists and updates will be routinely routed from the Costing & Training Coordinator to:

- All area managers
- Director of Contracts
- All contract managers who purchase supplies
- Financial Department
- Director of Retail
- CEO/President
- Transportation and Facilities Supervisor