

File

*Rules & Regulations
Dept. of Education*



State of New Jersey
DEPARTMENT OF EDUCATION
175 WEST STATE STREET
TRENTON 8

STATE BOARD OF EDUCATION

OFFICE OF THE SECRETARY

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August 15, 1957

Honorable Robert B. Meyner
Governor of New Jersey
State House
Trenton, New Jersey

Dear Governor Meyner:

Please find enclosed herewith a copy of rules and regulations promulgated by the Commissioner of Education pursuant to the provisions of the following resolution adopted by the State Board of Education on June 26, 1957:

" WHEREAS: Chapter 51 of the Laws of 1957 provides:

" ' The Board of education of any school district may provide such equipment, supplies, and services as in its judgment will aid in the preservation and promotion of the health of the pupils and it may also install, equip, supply and operate cafeterias or other agencies for dispensing food to the public school pupils without profit to the district. The board of education may purchase food supplies, pursuant to rules and regulations of the State Board of Education, without advertisement for bids. '

" WHEREAS: The State Board of Education deems it advisable that temporary rules governing the purchasing of school cafeteria food supplies should be issued as promptly as possible for guidance of local boards of education, therefore be it

" RESOLVED: That the Commissioner of Education is hereby authorized to prepare and promulgate, in the name of the State Board of Education, regulations governing the purchase of school cafeteria food supplies; such regulations to remain in effect until further action by the State Board of Education."

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These rules are to be used by boards of education desiring to purchase cafeteria food supplies without advertising for bids until the State Board of Education formally adopts rules and regulations pursuant to this law.

Very sincerely yours,

J. M. Raubinger
Secretary

RULES AND REGULATIONS FOR THE PURCHASE OF FOOD
SUPPLIES IN SCHOOL CAFETERIAS PURSUANT
TO CHAPTER 51, LAWS OF 1957

305 Food Supplies Defined

For the purpose of these rules, "food supplies" shall include only those supplies which are to be eaten or drunk and those substances which may enter into the composition of a food in the operation of a school cafeteria.

306 Public Notification of Method of Purchase

A. Whenever any board of education elects to purchase food supplies pursuant to these rules, it shall adopt a policy stating what food supplies will be purchased without advertising for bids, designating a person or persons authorized to purchase food supplies, describing the procedure by which interested vendors may become eligible to submit quotations, and outlining the method by which the board will solicit and accept quotations.

B. This policy shall be adopted before the opening of schools in September and shall be made known to the public.

307 Specifications and Quotations

A. Definite and uniform specifications governing standards of quality shall be given to each eligible vendor from whom quotations are solicited.

B. Each time a purchase of food supplies is to be made, the person designated by the board of education to purchase food supplies shall solicit quotations from interested, eligible vendors in the manner prescribed in the adopted board policy. Quotations for fresh or frozen fruits, vegetables and meats need not be solicited more than once in any two-week period.

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C. The food supplies on which quotations are obtained shall be purchased from the vendor giving the lowest quotation unless the person or persons designated by the board of education to purchase food supplies can justify the purchase from one of the other vendors submitting a quotation; such justification, together with all quotations received, shall be in permanent record form, available to school officials, the board of education and the State Department of Education for review and/or for audit for a minimum of three years.

D. Contigent upon approval of the board of education in its adopted policy, the person or persons designated by the board of education to purchase food supplies may purchase food supplies for any school cafeteria to the extent of not more than one hundred dollars in any month without soliciting quotations, provided a statement signed by the purchaser is filed with the invoice indicating the reason why quotations could not be obtained; such record shall also be retained for review and/or for audit.

308 Rules 305, 306 and 307 shall not apply to food supplies purchased by advertising for bids.