



## **POLICY 6.17**

**5-A** I recommend the Board approve development of the proposed **revised** Policy 6.17, entitled "Purchasing for School Food Service."

[Contact: Mike Burke, PX 48584 and Steve Bonino, PX 52000.]

### **Development**

### **CONSENT ITEM**

- The proposed, revised policy:
  - Establishes basic guidelines for School Food Services purchases, while acknowledging that such purchases must comply with applicable federal laws, state laws and Board policy.
  - Prohibits a food service purchase which fails to meet federal, state or Board requirements.
  - Establishes procedures for the purchase of food and non-food items, and food service equipment.
  - Defines nonexpendable items and expendable items for the purposes of food services.

## POLICY 6.17

### PURCHASING FOR SCHOOL FOOD SERVICE

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3 **1. Purpose**

4 The purpose of this policy is to provide basic guidelines for school food service  
5 purchases of food, non-food items, supplies, and equipment consistent with Rule  
6 5P-1.003, Florida Administrative Code.; 7 CFR Parts 210, 215, 220, 225, 226, and  
7 235; 7 CFR Parts 3016 and 3019; and Board policy.

8 **2. Scope**

9 This policy applies to the purchasing of food, non-food items, supplies, and  
10 equipment for the District's school food service program.

11 **3. Policy Statement**

12 In accordance with federal and state laws and regulations, the District's School  
13 Food Service Department will purchase the necessary food products, non-food  
14 products, and equipment needed to provide meal service under the National  
15 School Lunch Program, School Breakfast Program, Afterschool Snack Program  
16 and the Summer Food Service Program.

17 No expenditure of food service funds may be made for any cost resulting from a  
18 procurement failing to meet the requirements of federal, state, or Board laws,  
19 regulations, rules, or policies.

20 **4. Procedures**

21 School food service purchases shall be classified into two general categories:

22 a. Food and Non-Food Items ~~4. Supply items:~~

- 23 i. Food and non-food items shall be further classified to the requirements of  
24 a specific awarded contract. ~~Supply items are both food and nonfood~~  
25 ~~items and shall be further classified as to bid requirements.~~

26 ~~(a)4.~~ Recurring food and non-food items are essential and used daily. The  
27 awarded contracts are to require documentation from awarded  
28 vendors for monthly consumption reports for the following recurring  
29 common use items: milk, bread, juice, farm-to-school fresh bulk  
30 produce, seasonal fresh fruit and fresh vegetables, and reduced-fat  
31 ice cream products. Other food and non-food products consumption

32 reports shall be provided by awarded vendor upon request.  
33 ~~Recurring common use items. The items shall be essential and used~~  
34 ~~daily and the annual consumption can be predicted with reasonable~~  
35 ~~accuracy and bid where the purchases can normally be obtained for~~  
36 ~~the following recurring common use items: milk, bread and paper~~  
37 ~~goods.~~

38 (b)2. ~~Staple groceries, canned goods, frozen processed foods, fresh~~  
39 ~~meats, milk, and eggs shall be purchased on bid basis, but may be~~  
40 ~~exempt from bid requirements during periods of fluctuating market~~  
41 ~~conditions under terms to be in the best interest of the District school~~  
42 ~~system.~~

43 (c)3. ~~The above Above~~ items shall be purchased by individual schools  
44 from awarded vendors ~~suppliers~~ as determined by the Director of the  
45 School Food Service Department. Individual schools are exempt  
46 from the requisitioning process, encumbering, and the use of  
47 purchase orders for purchase of the above items in order to effect an  
48 orderly and efficient operation. ~~Items exempt from bid requirements~~  
49 ~~to be purchased by the School Food Service Department for~~  
50 ~~distribution by warehouse stores personnel shall be coordinated with~~  
51 ~~and approved by the director of Purchasing and Stores prior to~~  
52 ~~commitment and contract.~~

53 ~~4. Seasonal fresh fruits and fresh vegetables shall be purchased by~~  
54 ~~School Food Service Department under terms and conditions~~  
55 ~~determined to be in the best interest of the school system.~~

56 (d)5. All food purchases shall conform to the Federal Food, Drug and  
57 Cosmetic Act, the Federal Meat Inspection Act, food and  
58 meat inspection laws of Florida, and any other federal or state  
59 safeguards relating to the wholesomeness of specific items being  
60 purchased.

61 b. 2. Equipment Items.

62 i. a. ~~Nonexpendable items~~ are capital items with an acquisition cost of \$1,000  
63 or more which shall be purchased through the procurement process  
64 as provided in Board Policy 6.14 ~~requisition process~~ from school food  
65 service funds ~~and shall be bid according to board procedures.~~ Capital  
66 equipment shall be tagged and inventoried in accordance with law.

67 ~~ii.b. Expendable items are non-capital items with an acquisition cost of less~~  
68 ~~than \$1,000, which shall be purchased through the procurement process~~  
69 ~~as provided in Board Policy 6.14 requisitioning process from School Food~~  
70 ~~Service funds and shall be bid according to Board procedures. Such~~  
71 ~~items do not have to be tagged.~~

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73 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1), (2); 1001.42(26); 570.981

74 LAWS IMPLEMENTED: Fla. Stat. §§ 570.981; 7CFR Parts 210, 215,220,225-227, 235, 240, 245,  
75 250 and 252

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77 FL. DEPARTMENT OF AGRICULTURE  
78 AND CONSUMER SERVICES RULES: 5P-1.003; 6A-1.012, F. A.C.

79  
80 HISTORY: New: 2/18/72; Revised: 6/25/75; 2/4/76; 4/6/83; \_\_\_/\_\_\_/2013

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82 **Cross References:** Board Policy 6.185 (School Food Service Management Policy)  
83 Board Policy 6.186 (Free and Reduced Priced Meals)  
84 Board Policy 6.14 (Purchasing Department)  
85 Board Policy 7.10 (Construction Bid Procedures)


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Legal Signoff:

The Legal Department has reviewed proposed Policy 6.17 and finds it legally sufficient for development by the Board.

  
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Attorney

  
\_\_\_\_\_  
Date