

**§1813. Rules and regulations**

The Director of the Bureau of General Services, with the approval of the Commissioner of Administrative and Financial Services, may adopt, modify or abrogate rules for the following purposes: [PL 1991, c. 780, Pt. Y, §68 (AMD).]

**1. Direct purchases.** Authorizing any state department or agency to purchase directly certain specified services, supplies, materials and equipment, limiting their powers in relation thereto, and describing the manner in which purchases shall be made;

**2. Purchase and distribution of supplies.** Prescribing the manner in which the supplies, materials and equipment shall be purchased, delivered, stored and distributed;

**3. Monthly reports.** Requiring monthly reports by state departments or agencies of stocks of supplies, materials and equipment on hand and prescribing the form of such reports;

**4. Requisitions and estimates.** Prescribing the dates for making requisitions and estimates, the periods for which they are to be made, the form thereof and the manner of authentication;

**5. Inspection and tests.** Prescribing the manner of inspecting all deliveries of supplies, materials and equipment, and making chemical and physical tests of samples submitted with bids and samples from deliveries;

**6. Surplus property.** Providing for transfer of supplies, materials and equipment that are surplus from one state department or agency to another that may need them, and for the disposal by private and public sale of supplies, materials and equipment that are obsolete and unusable. Political subdivisions, educational institutions, fire departments or qualifying nonprofit organizations as defined in section 1828, subsection 1, must be given an opportunity to purchase the surplus items through private sale. If 2 or more political subdivisions, educational institutions, fire departments or qualifying nonprofit organizations are interested in any item, the sale must be the result of competitive bid. Any equipment so purchased must be retained for a period of at least one year in a current ongoing program. Any item purchased by a political subdivision, educational institution, fire department or qualifying nonprofit organization under this section may not be sold or transferred by that political subdivision, educational institution, fire department or qualifying nonprofit organization for a period of 6 months from the date of the private sale, except that a qualifying nonprofit organization that contracts with the Department of Health and Human Services to provide vehicles to low-income families may resell a passenger vehicle or light truck purchased in the private sale to a low-income family to assist it in participating in work, education or training pursuant to the qualifying nonprofit organization's contract with the Department of Health and Human Services. The State reserves the right to refuse to sell additional equipment to a political subdivision, educational institution, fire department or qualifying nonprofit organization if it is determined that the political subdivision, educational institution, fire department or qualifying nonprofit organization has not retained the equipment for the required period of 6 months; [PL 2005, c. 386, Pt. H, §8 (AMD).]

**7. Deposit or bond with bids.** Prescribing the amount of deposit or bond to be submitted with a bid on a contract and the amount of bond to be given for the faithful performance of a contract;

**8. Other matters.** Providing for such other matters as may be necessary to give effect to the foregoing rules and to chapters 141 to 155.

**SECTION HISTORY**

PL 1975, c. 161 (AMD). PL 1985, c. 158, §2 (AMD). PL 1985, c. 785, §A73 (AMD). PL 1987, c. 395, §A21 (AMD). PL 1989, c. 596, §O1 (AMD). PL 1991, c. 418, §1 (AMD). PL 1991, c. 780, §Y68 (AMD). PL 2001, c. 529, §1 (AMD). PL 2003, c. 37, §1 (AMD). PL 2003, c. 689, §B6 (REV). PL 2005, c. 386, §H8 (AMD).

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