

BID REQUIREMENTS

Soliciting Prices (Bids and Quotations)

Bids and quotes, as appropriate, shall be sought from those sources able to offer the best prices, consistent with quality, delivery and service.

Definitions for this policy:

1. **Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
2. **Bid:** A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the purchaser, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser. Technical assistance will be provided by the request or, where applicable, from the Director of Business Operations who has the final responsibility for recommending the vendor/price.

A. Purchase for less than \$6,000

The Director of Business Operations shall solicit quotations if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the District. Advertising in a local newspaper will not be required.

B. Purchase in excess of \$6,000 but less than \$25,000

The acquisition of three or more written quotes is required.

C. Purchases of \$25,000 and Above

Purchase of goods or general services, expected to involve an expenditure of \$25,000 or more must be made by sealed competitive bid. General services include all that result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property, excluding architectural, engineering and other design services. The competitive bidding process may be waived under certain circumstances (See Section I.)

I. WAIVERS

In certain situations the bidding may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal process may be waived for any of the following reasons:

- a. Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- b. Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- c. In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- d. A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- e. A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- f. Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- g. Regional or cooperative purchases.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

The Superintendent of Schools or his/her designee shall be authorized to determine when a formal bidding process should be followed in lieu of the seeking of quotes or informal bids. The

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

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Superintendent of Schools will inform the Finance Committee when a formal bid is being sought.

Formal Bids will be reviewed and contracts awarded by the Board of Education. The Superintendent of Schools may act for the Board with prior authorization.

The administration is encouraged to enter into cooperative purchasing arrangements with other town agencies, school districts and state agencies if they will prove beneficial to the school system.

The administration of each building shall ensure that purchases for student activities compare favorably in price and quality, using bidding procedures where practical.

The Board of Education, or its designated agent, reserves the right to reject any and all bids in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the school system will be served.

Litchfield Board of Education

Policy Adopted: May 10, 1983

Policy Amended: July 9, 1996

Policy Reviewed: October 1, 1998

Policy Reviewed: September 9, 2009

Policy Amended: May 4, 2011

Policy Amended: June 19, 2013