

Business and Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Estimated Price Over \$5,000

I. Purpose

To provide policy concerning the solicitation of competitive bids.

II. Scope

This policy applies to transactions on material and/or services within estimated unit price of \$5000.00 or over and/or covered by a contractual agreement.

For material and/or services with an estimated unit price under \$5000.00 and not covered by a contractual agreement, see Policy 3323.

III. Responsibilities

A. The Business Manager has the responsibility for maintaining a uniform set of procedures and forms to serve the bid process. Consideration should include the need for mechanisms for vendor notification, bid analysis and summary, bid bonds, bidder mailing list applications, competitive invitations, instructions to bidders, policy statement of bid award, power-of-attorney forms and sealed bid envelopes.

B. The Buyers are responsible for obtaining bids on all material and/or services covered under this policy for both estimating purposes and purchases.

IV. Award Policy

The following factors in combination, not necessarily listed in their order of importance, will be considered in reviewing bids and awarding contracts:

1. Prices
2. Bidder's previous record of performance and service. Ability of bidder to render satisfactory service in this instance
3. Availability of bidder's representative to call upon and consult with our using departments
4. Quality and conformance to specifications

The school Board reserves the right to reject any and all bids, waive informalities and to contract as the best interests of the school district may require.

A. A Buyer will not reveal to a vendor at any time the prices quoted or paid.

B. In order to ensure that vendors contacted have responded to a bid request, Buyers will identify on the requisition all vendors solicited, and responses.

- C. It is a good practice to notify unsuccessful vendors that the bid has been closed and awarded. It is not necessary to note the name of the successful bidder.
- D. Unless a specific exception has been obtained from the Business Manager, bids shall not be solicited from, nor any order placed with, any company that:
 - 1. Is owned, controlled or actively influenced by any company employee or immediate relative of said employee.
 - 2. Employs in a management, consulting or sales capacity any person who is a company employee.
 - 3. Employs in any capacity a company employee who is in a position to influence the selection of, or conduct business with, such supplier.
- E. When circumstances warrant the solicitation of competitive bids inappropriate, the Buyer shall document the facts on the reverse side of the purchase requisition and obtain the specific approval of the Business Manager.

Any problems of interpretation should be referred to the Business Manager.

V. General

- A. Bid requests should be typed using a standard form whenever possible. Complete information should be provided including, but not limited to, quantity, description, delivery requirement, special conditions, drawings, specifications, date information required, etc. If replies are to conform to certain format, this should be spelled out. Buyer must be thorough and attempt to remove all known variables.
- B. A minimum of three suppliers is acceptable, providing the Buyer is familiar with the market and the prices of the material in question. In case of proprietary items, more than one price is often not possible and should be so noted on the requisition.
- C. Buyer, when obtaining bids, should keep in mind other segments of the company that may be able to provide the desired material or services. If there are any questions, contact the Business Manager.
- D. Bids will be solicited only from vendors whom the Buyer knows are qualified or can be qualified to meet all requirements. Maintenance of an Approved Vendor list is advisable but not mandatory. Examination of the financial condition of a company, its ability to perform, and its facilities should be part of the criteria for an acceptable vendor.
- E. Answers to technical questions arising during the bidding process should be provided by the requisitioner. The Buyer must coordinate the reply and ensure all potential suppliers are provided the same information.
- F. After all bids have been received and examined for completeness, a summary sheet is to be prepared noting all the pertinent data and discrepancies. Determination of the low bidder and award of the order will be made by the Buyer only after all aspects including preference of the requisitioner have been considered.

The information gathered will be kept with the purchase order as backup documentation. In cases of bids for estimating purposes, a copy of each bid response is to be sent to the requisitioner along with the bid summary sheet.

Policy adopted: April 26, 2004