

PROCEDURES

Purchasing and Bidding

The Board of Education has sole responsibility for all purchase contracts. The Business Manager is charged with the procurement of all approved budget items. All purchasing, including bidding procedures, will be supervised by the Business Manager and the Business Manager must approve all purchase contracts and oversee all bidding.

Bidding Procedure**1. Bids and Quotation Requirements.**

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the District's bidding procedure by the Business Manager. Bidding procedures may be waived for routine goods and services purchased from a group bid, such as a consortium, County, or State bid list.

The Business Manager shall develop and maintain lists of potential bidders for various types of materials, equipment, supplies, and goods and services. Such bid lists shall be used in the development of mailing lists for distribution of specifications and invitations to bid.

All bids and supporting documentation shall be retained in the District Office with the Business Manager for a period of one year after bids have been opened.

2. Bid Specifications.

All bid specifications shall be written by the administrator responsible for developing a bid in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with all Federal, State and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the Board directs. Certificate of Insurance shall be required any time contracted labor or material is to be utilized on school property (Bidding specifications will set forth minimum limits).

3. Non-Negotiation Purchases.

Non-negotiation purchases may be made when there is only one supply source, provided that amount does not exceed bidding requirement limitations.

4. Informal Quotations.

Verbal quotations of price on equal products or services secured in person or by telephone may be used in purchases for routine supplies used by the District.

The Business Manager shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services.

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5. Formal Bid Quotations.

The Business Manager is authorized to purchase any item, or group of items in a single transaction, costing no more than \$20,000, upon the receipt of at least three written bid quotations provided said purchase is within the approved budget. The Business Manager shall use discretion in deciding whether such purchases are made on the basis of requested quotations or through advertising for bids.

6. Competitive Bids.

No purchases shall be made of supplies, materials, goods, and services or equipment in a single transaction costing more than \$20,000 unless the purchase is approved by the Board. However, emergency procedures may be made without utilizing the bidding process. An emergency may arise out of an accident or other unforeseen occurrence which could affect the life, health, or safety of children or where immediate action cannot await competitive bidding. In such cases, the Superintendent shall authorize the purchase and report to the Board at its next meeting.

7. Procedure.

All bids must be submitted to the appropriate administrator in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons are invited to be present when the bids are opened.

Such opening shall be witnessed by one other District employee. The bids shall then be arranged in order from low to high before they are presented to the Board for action.

8. Responsible Bidder.

All bids shall be awarded to a responsible bidder. The Board remains the sole judge of whether or not a bidder is 'responsible'. Criteria that may be used to judge 'responsible', by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment, and efficiency.

The Board may investigate the reliability of any bidder by using information at hand to form an intelligent judgment, such as the District's architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

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9. Bid Specifications.

The Board shall avoid negotiation of bid specifications after bids have been accepted and shall correct and request new bids if specifications are inadequately written.

If an error is discovered in the bid specifications, all bids shall be returned unopened and the project shall be rebid using corrected and/or amended specifications.

10. Bids and Quotation Requirements.

Any bid submitted to the District may be withdrawn prior to the scheduled time for opening of bids.

A bid received after the publicized date and time shall not be considered by the Board.

11. Awarding and Rejection of Bids.

The Board reserves the right to award bids at its discretion in accordance with these Procedures. Furthermore, it reserves the right to reject any and all bids and to ask for new bids. Such reservation shall be so specified in the publication or notification of bid letting.

The Board reserves the right to waive any informality in, or reject any part of, a bid, and to accept the bids which appear to be in the best interest of the School District of the City of Wyandotte.