

ADMINISTRATIVE REGULATION

No. 606(b)

Board of Trustees Douglas County School District

FINANCES

PURCHASING AND BIDDING REQUIREMENTS

The regulations and procedures set forth in this Administrative Regulation shall apply to all purchases made by the Douglas County School District.

SECTION I – SOURCE SELECTION AND CONTRACT REGULATIONS:

1. Purchase Bidding Requirements: The Purchasing Agent(s) as noted in AR606(a) shall act as Board designee(s), and only the Chief Financial Officer may seek bid solicitations for those contracts in which the estimated annual amount exceeds \$50,000. All bid solicitations for combined awards for materials and/or services greater than \$100,000 require Board approval prior to execution of the contract.

All purchases must conform to the following bidding requirements. If not specifically addressed, all bidding requirements shall be made in accordance with all applicable statutes, regulations and policies, including but not limited to NRS 332.039 – 332.148. NRS Chapters 338 and 339 shall direct appropriate protocol for requesting a Public Works Project number, advertising, and bonding for construction projects valued at \$100,000 or greater.

- A. Bidding Not Required: When the estimated amount required to perform a contract is less than \$3,000, no solicitation of or advertising for bids is required. However, it is recommended that the Purchasing Agent solicit multiple informal quotes from applicable vendors to ensure best pricing available. The Purchasing Agent may authorize bid requests or advertising for competitive bids if such requests or advertising are in the District's best interest.
- B. Informal Bidding Required: When the estimated amount required to perform a contract is equal to or more than \$3,000, but not more than \$50,000, requests for bids must be submitted to two or more vendors capable of performing the contract. An exception will only be made in circumstances when goods or services may only be contracted from a sole-source. The Purchasing Agent shall maintain a record of all requests for bids and all bids received for seven years. The Purchasing Agent may authorize bid requests or advertising for competitive bids if such requests or advertising are in the District's best interest.
- C. Formal / Competitive Bidding Required: When the estimated aggregate amount required to perform a contract exceeds \$50,000, the contract must be formally bid and advertised by the Chief Financial Officer. Formal / Competitive Bidding Procedures are as follows:
 - (1) Where competitive bids are required, they shall be submitted in writing and presented in a sealed envelope. Receipt of such bids shall be at the place, date and time as designated in the notice of publication. Bids received in accordance thereto shall be opened and read publicly.

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(2) Nothing in this policy prohibits utilizing the formal bid procedure for any type of expenditure. In cases where doubt exists as to the bidding procedure to be utilized, prudence dictates the use of the more restrictive category.

D. Bids Requiring Advertising:

- (1) Bid advertisements shall follow NRS 332.039 and 332.045.
- (2) If the Chief Financial Officer intends to award a contract for which the estimated amount required to perform the contract is equal to or exceeds \$50,000, he or she must publish a notice in the newspaper and on the District's website according to NRS Chapter 238:
 - (a) The date and time of the bid opening;
 - (b) The nature of the proposed contract;
 - (c) The location where the bid specifications may be viewed; and
 - (d) Any other information pertinent to the bid request.

2. Rejection of Bids:

Rejection of bids is specifically addressed by NRS 332.075. Action to reject any formal bid received in response to bids requiring advertising can only be taken by the Board of Trustees.

3. Contract Award:

When the Purchasing Agent has requested informal bids or advertised a formal bid for letting a contract, the award must be made to the lowest responsive and responsible bidder per NRS 332.065 and NRS 332.085.

The lowest responsive and responsible bidder will be judged on the basis of: (1) price; (2) conformance to laws, ordinances, regulations and project specifications; (3) qualifications and experience including past performance in similar projects; (4) ability to perform and by specified delivery date; (5) adequacy, quality and utility of services, supplies, materials or equipment offered, and adaptability and conformance of same to the required purpose; (6) possession of or limit on any required license; (7) financial responsibility; (8) the best interest of the public with regard to each of the above factors being considered; and (9) any criteria pertaining to the specified contract as noted in the advertisement or request for bid.

SECTION II – GENERAL POWERS and DUTIES of LOCAL GOVERNMENTS:

NRS 332.175 – 332.225 shall guide trade-in allowances and sale of personal property, as well as mutual use of contracts by government entities.

- A. Purchases may be made on behalf of the Douglas County School District through any governmental entity pursuant to authority granted by any statute, resolution or contractual arrangement between the Douglas County School District and said governmental entity.

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- B. The Purchasing Agent is authorized and empowered to enter into contracts with other governmental entities for joint purchasing as stipulated by Resolution #83-5, adopted by the Board of Trustees on the 12th day of July 1983.

See Policy related to this Administrative Regulation

AR606(a)

AR606(c)

Date Adopted: 8/10/10

Date Revised: 8/18/15