

Business and Non-Instructional Operations

Competitive Bidding and Quotations

This policy shall apply to purchases made from any accounts within the Board's jurisdiction.

The Board of Education shall deal fairly with all vendors and contractors.

Purchase orders or contracts shall be awarded to the lowest responsible, qualified bidder or quoter, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and the past performance of vendors.

Vendor or Contractor Relations

No member or employee of this Board shall accept either directly or indirectly, any gifts other than of nominal value from any person, firm or corporation doing, or desiring to do business with the school district.

Definitions

1. **Quotation:** A notice, either orally or in writing, whereby a vendor informs the purchaser of the conditions and price under which he 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 specific date, to be opened in public at a specified date and time by the purchaser, whereby a vendor or contractor informs the purchaser of the conditions and price under which he will furnish supplies, materials, equipment, or services to the purchaser in response to specifications set forth by the purchaser.

Amount of Purchase and Procedures to Follow:

1. **Less than \$2,500.** Oral or written quotations shall be used as appropriate.
2. **\$2,500 - \$4,999.** The district shall solicit written quotations unless the nature of the commodity or service prohibits effective competitive pricing and if such solicitation is to the advantage of the district.
3. **\$5,000 - \$9,999.** The district shall solicit 3 or more written quotes unless the nature of the commodity or services prohibits competitive pricing and if such solicitation is to the advantage of the school district.

Business and Non-Instructional Operations

Competitive Bidding and Quotations

Amount of Purchase and Procedures to Follow (continued)

4. **\$10,000 and up.** All purchases for \$10,000 or more shall be bid unless the nature of the commodity or service prohibits bidding, and if the bidding is to the advantage of the school district. (**NOTE:** This amount is established locally but C.G.S. 7-148v requires that sealed bidding is required for contracts or purchases greater than \$25,000.) Bids shall be advertised appropriately. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The school district reserves the right to reject any or all bids or quotes and reserves the right to waive any informalities in any bid.
5. **Emergency situation.** In an emergency situation, the procedures of sections 2-4 may be eliminated. Whether a given situation is an emergency situation shall be decided by the Superintendent with a report to the Board at its next regular meeting.
6. The school district, after going out to bid for a good or service and receiving submissions shall consult with the town's legislative body if the town provides or uses such good or service, and, if the equivalent level of such good or service is provided by the town or through a town contract for a lower cost than the lowest qualified bid received by the school district. In such situations, the district shall consider a cooperative arrangement with the town for the provision of such good or service. A "good or service" includes but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.

Legal Reference: Connecticut General Statutes

7-148v Requirements for competitive bidding

P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities

June 2017 Special Session PA 17-2, Section 161

Policy adopted: April 27, 2000
Policy revised: May 28, 2015
Policy revised: April 26, 2018

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut