

## **Regulation: Bidding Procedures**

The following procedures shall be followed when bidding occurs within Mapleton Public Schools (the "District").

### **Bids and Price Quotations**

Except in case of an emergency, purchases shall be handled as follows:

1. Purchases between \$1 and \$10,000 shall be made by a direct purchase. Any authorized school administrator may issue a purchase order directly to the vendor. Competitive bidding is not required. Vendor catalogs and literature may be used as a source for pricing. Informal telephone or written price quotes may be obtained if significant savings are anticipated.
2. Purchases between \$10,001 and \$74,999 shall be made after conducting an informal competitive quote process. A minimum of two quotes from qualified sources shall be solicited. The purpose of informal procedure is to ensure that all contracts and open market orders are awarded to the lowest responsible qualified supplier. The quality of the goods and/or services and their contribution to program goals may be taken into consideration. A formal competitive bidding process can be used if significant savings are anticipated.
3. All contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$75,000 or more shall be put to bid through a formal competitive bidding process. This shall not apply to contracts for instructional services or materials. See policy DJE: Bidding Procedures.

An emergency is defined as any situation in which delay of a purchase could adversely affect the health, welfare, or safety of students, District employees, the general public, or place an excessive financial burden on the District.

### **Formal Competitive Bidding Process**

Bids shall be solicited from two or more firms.

All bids shall be submitted in sealed envelopes, addressed to the Board of Education, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate District officials or employees at the time specified, and all bidders shall be invited to be present. All formal bids require approval of the purchasing agent, the Superintendent (or designee), and the Board of Education prior to award.

The Board may reject any or all bids and may accept that bid which appears to be in the best interest of the District.

The bidder to whom an award is made is required to submit proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the District. Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction, or food services, as required by law. The contracting entity is responsible for any costs associated with the background check.

### **Specifications**

Specifications shall be written with a clear and accurate description of the technical requirements for the material, product, or service to be procured in such a manner to stimulate competition among all levels of sales, manufacturing, and service organizations. The purchasing department, in cooperation with the administrator(s) requesting the purchase are responsible for writing all specifications.

The purchasing department has the authority and duty to request reconsideration of specifications or quantity of material requisitioned, if in the opinion of the department, the interests of the District may be better served.

### **Withdrawal of Bid**

Any bidder may withdraw his bid if a written request for withdrawal is received by the purchasing department prior to the time set for opening bids. No bidder may withdraw his bid after the time of the bid opening except in the case of an obvious error, as determined by the purchasing department. In this event, the bid may be withdrawn but not changed. Second chance bidding will not be allowed.

### **Award of Bid**

The award of a bid shall, barring extenuating circumstances, be made to the lowest responsible bidder who meets the qualifications for quality, price, terms, and service. However, the District reserves the right to reject any and all bids/proposals in part or in whole and to accept the bid/proposal which appears to be in the best interests of the District. If two or more bidding firms are equal in price and other factors and one firm is located within the boundaries of the District, the local firm will receive the order. In other cases, the purchasing department will make the award by drawing lots or by dividing the order, using whichever method is most advantageous to the District.

### **Public Information on Bids**

After the bids have been opened, tabulated, and awarded, they shall be available for those interested to copy or study. They shall not, however, be removed from the purchasing department. Requests for proposals are not subject to public inspection until a

recommendation of award is made.

### **Specific Products/Vendors**

When a request to purchase a specific product or to use a specific vendor is made, the following information will be required:

- Detailed information to support purchases from a single vendor.
- Explanation of the unique features of the product requested.
- If there are other similar products available, the reasons why these other products will not meet District needs.
- If maintenance costs are an issue, evidence of past maintenance problems or benefits.
- If service considerations are an issue, evidence of past service problems or benefits.

All requests for purchase of a specific product or to use a specific must be approved by the local site administrator and the purchasing department.

*Adopted October, 2013.*

*Revised November 13, 2017.*

*Revised October 19, 2018.*