

## BIDDING REQUIREMENTS

All procurements of goods and services having a value in excess of ten thousand (\$10,000) for construction and five thousand (\$5,000) for all other purchases shall require a written request for quotes or sealed bids according to the following bid requirements:

1. All specifications and/or their special requirements pertaining to budgeted bid items will be given to the Director of Administration & Finance as they originate.
2. All bid specifications and/or special requirements will be forwarded by the business office to all involved vendors whose bid participation is the result of:
  - a. their selection from an established bid list and/or their response to newspaper advertisements with a minimum requirement for each specific bid of one display advertisement in a newspaper of local and/or statewide circulation. If this procedure is unsuccessful, then:
  - b. their selection by the involved administrator/originator
  - c. their selection by the Director of Administration & Finance
3. A bid bond of five percent must accompany each bid.
4. All bid specifications shall be reviewed by a minimum of four representatives of the school district, including two members of the School Committee designated by the School Committee Chairperson, the Superintendent or his designee, and the Director of Administration & Finance.
5. Within a predetermined time period, all vendor financial/information bids will be forwarded to the business office. In attendance at the bid opening shall be at least two (2) Administrators who will open and summarize all submissions for each specific vendor and bid. The Director of Administration & Finance will notify those involved of summarization results and their respective positions relative to each specific bid.
6. All bid awards will be considered final upon agreement among the administrator/originator, the Director of Administration & Finance, and the (ranking) of each involved vendor. If, within three months of the initial award, the selected vendor contractually defaults, the balance of the bid items not delivered automatically will be awarded to the vendor ranked second if:
  - a. second vendor item prices have remained constant or depreciated
  - b. vendor agrees in writing to accept the bid as modified by all applicable item shipments
7. Required purchase orders (expenditure authorizations) will be generated by the involved originator marked "Bid Item" and processed in accordance with procurement procedures. (Value bids are to be construed as values authorized, without exception, in bid purchases.)
8. Any irreconcilable difference among bid participants (staff) relative to procedure will be mediated by the Superintendent or his designee and the two members of the School Committee designated by the Chairperson.
9. Every effort will be made to ensure a minimum of three bidders, except where federal regulations state otherwise.

10. All bidders will receive notice of the date, time, and place when the respective bids will be opened.

**Specifications**

Specifications will not be written in such a manner or include conditions which would prevent competitive bidding. Names of contractors receiving copies of specifications will be recorded for the information of the Budget/Facilities Subcommittee.

**Security of Bids**

1. The closing time and date of submission of bids will be clearly stated in specifications, and will be rigidly observed. The date and time of any bid in the office of the Superintendent will be marked on the outer envelope.
2. Publication of bids will not be made prior to the report of the bid to the Budget/Facilities Subcommittee.
3. Specifications will require sealed bids with the outer envelope appropriately marked.

**Protection of School Committee Interests**

1. The specifications used as a basis for bidding on any work will provide that the School Committee reserves the right to reject any or all bids deemed by it not to be in the best interest of the School District.
2. Certificates of adequate public liability, property damage and workmen's compensation insurance that will protect the contractor, his subcontractors, and the School District and its agents from claims for personal injury, including accidental death, as well as from the claims for property damages which may arise from operations under the contract, will be required of successful bidders prior to beginning any work.
3. State labor laws (particularly Chapter 290 in the instances of contracts wherein the amount of contract exceeds \$1000) and local building ordinances must be complied with.
4. The School Committee, without invalidating the contract, may make changes in the work, provided such changes are ordered in writing, and given a reasonable time previous to starting said work and a reasonable charge is paid the contractor for such changes.

ADOPTED: January 24, 1994

REVISED: November 24, 2008

May 26, 2015

June 26, 2017

CROSS REF.:

School Committee Member Conflict of Interest (BBFA)

Equal Opportunity Employment (GBA)

Procurement Policy (DJ)