



School District U-46 2018-2019 Business Bid Update

- **Total Bids and RFP's Published 57**
- **Total of Board Approved Contracts
\$18,839,162.55**
- **Total of Board Approved Bids and RFP's
\$76,336,083.94**
- **Review of the Five Bidding and RFP stages**



Board Policy

Board Policy

4.060 Purchasing/Purchasing Authority

All purchases for supplies, materials or work involving an expenditure in excess of \$25,000.00 shall be published as a bid per school code. Any exemptions are listed in the policy. Any repair, maintenance, remodeling, renovation, or single project that exceeds \$50,000.00 will also apply to the bidding requirements.



Bid Process

Creation Stage

1. Creation of the Specifications (If there are professional services that are required as outlined in the state's prevailing wage list, then it will need to be added to the documents as a requirement.)
2. Create Legal ad
3. Go live date for Bid
4. Question and Answer Dates
5. Pre-meeting date, if required
6. Evaluation criteria
7. Identify evaluation team



Bid Process

The Publishing Stage

1. Publish legal ad.
2. All bid documents will be live two days after posting of legal ad.
3. Bid will stay open for a minimum of two weeks for public viewing.
4. Pre-meeting will be conducted, if required.
5. Any questions submitted will be answered and posted as a public notice.
6. If there are any alterations needed during this process an addendum will be created and will be posted as a public notice.



Bid Process

The Public Opening and Review Stage

1. Conduct the public opening of the bid.
2. Give access to the review team the evaluation criteria and vendor submissions.
3. Evaluation team submits scores and recommendations.
4. Lowest responsible vendor selection is communicated to the department head.



Bid Process

The Board of Education Stage

1. Department head creates board proposal and forwards to Senior Business Official.
2. Senior Business Official reviews for completeness.
3. Board proposal and supporting documentation is submitted to senior leadership.
4. Board proposal is posted on the next board meeting for review.
5. At the following Board of Education meeting, any further questions are answered from the Board and a vote is taken.



Bid Process

The Award Stage

1. Senior Business Official sends out a public notice to all participating vendors of the district's decision.
2. If there is a contract to be executed with the vendor, the Senior Business Official will work with the school/department to finalize.
3. The school/department will enter a requisition into the financial system to be created into a purchase order. The purchase order is sent to the vendor via the business office.



Bid Process

The Special Requirements Prevailing Wage Stage

1. For each invoice for payment of services, the vendor will be required to submit a detailed certified payroll.
2. The certified payroll is verified that it is meeting the state's published amount for that type of work.
3. The certified payroll documents are kept on file with the project for future reference.