

Bartlett City Board of Education		2016
Descriptor Term: BIDS AND QUOTATIONS	Descriptor Code: Fiscal Management	Issue Date: 02/27/2014
	Rescinds:	Revised: 06/25/2014, 08/24/2017

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty five
2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive
3 bids. These bids shall be solicited by advertisement in a newspaper of general circulation within
4 the District. However, the newspaper advertisement may be waived by the purchasing agent in
5 an emergency. Where appropriate, the purchasing agent may satisfy advertising and bid
6 requirements by use of a comprehensive list of vendors; provided, that the vendors on the list are
7 given notice to bid; and provided further, that the purchasing agent shall advertise at least annually
8 for prospective vendors in a newspaper of general circulation and shall update the list of vendors
9 following the advertisement.¹

10 All purchases of twenty five thousand dollars (\$25,000) or less, including those of individual
11 schools, may be made in the open market without newspaper notice, but shall, whenever
12 possible, be based on at least three (3) competitive bids in accordance with applicable state law.²

13 The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any
14 or all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced
15 by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the
16 scheduled time for the opening of bids. Any bid received after the time and date specified shall
17 not be considered.

18 The bidder to whom the award is made may be required to enter into a written contract.

19 The practice of splitting an order or dividing items to be purchased in order to avoid the use of
20 bidding or other purchasing procedures is strictly prohibited.

21 **Exceptions to Competitive Bidding**

22 The following are exceptions to the competitive bidding requirement:

- 24 1. Contracts for legal services, educational consultants, and similar services by professional
25 persons or groups of high ethical standards;³
- 26 2. Liability Insurance purchased through a plan authorized and approved by any organization
27 of governmental entities representing cities and counties;⁴

¹ T.C.A. §49-2-203(a)(3); T.C.A. §49-2-203(a)(3)(A)(B); T.C.A. §49-2-206

² T.C.A. §49-2-203(b)

³ T.C.A. §12-4-106

⁴ T.C.A. §29-20-407

- 1 3. Purchases of goods or contracts for services from sole source and single source
2 providers. A sole source provider shall be a supplier of goods and services exempt from
3 the bid process based on the unavailability of any supplier capable of performing the
4 function of the sole source product or service. A single source provider shall be a single
5 supplier of goods and services among others in a competitive marketplace which for a
6 justifiable reason has predominant qualifications and unique attributes only possessed by
7 that source. Factors considered shall include availability of the product or service,
8 compatibility of the product or service with existing District products, programs, or
9 resources, standardization of the product or service with existing District products,
10 programs, or resources, and grant or contract requirements; or
- 11 4. Purchases of supplies, equipment, and services under the same terms of a competitive
12 bid issued by any Tennessee local education agency (LEA) or other local governmental
13 unit.⁵

RESCIND as of January 23, 2020

⁵ T.C.A. §12-3-1201