Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of $50,000 or more shall be based, when possible, on at least three competitive bids. All purchases less than $50,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. (**NOTE:** This amount is established locally but C.G.S. 7-148v requires that sealed bidding is required for contracts or purchases greater than $50,000.) All purchases made in the open market shall be consummated after careful pricing. In an emergency situation these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320.

When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on the mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

The school district reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the town/city. The school district reserves the right to waive any informalities in, or reject, any of all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The school district, after going out 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 that 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.

Nothing herein shall be deemed to affect the District's obligations under law (including but not limited to Connecticut General Statutes §10-287) or Board Policy (including but not limited to Board Policy 7211) to solicit bids, proposals, and/or quotes with respect to contracts for a building/construction project for which the District is receiving state grants.

Soliciting Prices (Bids and Quotations) (continued)

Legal Reference: Connecticut General Statutes
7-148v Requirements for competitive bidding
P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for t
the Award of Contracts or Purchase of Property by Municipalities
June 7, 2017 Special Session PO 17-2, Section 161

Policy Revised: March 3, 2025
Policy adopted: May 6, 2019

REGIONAL SCHOOL DISTRICT NO. 14
Bethlehem and Woodbury, Connecticut