

## **BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

### **Competitive Sealed Bidding/Awards**

#### **A. Generally**

Competitive sealed bidding procedures and the awarding of contracts shall be accomplished as mandated in the legal references to this Policy and Policy 3-30. Best value concepts may be considered when procuring goods and nonprofessional services as long as the criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the Invitation to Bid. Best value concepts may not be used when procuring construction or professional services.

#### **B. Bids**

1. Every item in the budget which lends itself to bidding in order to obtain a better purchase arrangement should be put out for competitive bidding.
2. Most items shall be purchased in response to specifications.
3. Specifications shall be designed to ensure the quality of the product desired and free competition so as to permit the lowest possible purchase price.
4. No bid shall be accepted which does not conform to the specifications furnished.
5. All bids required by the School Board shall be **publicly** opened in the presence of the Director of Purchasing or a designee.

#### **C. Awards**

1. Awards normally will be made to the lowest **responsive and** responsible bidder meeting the specifications if service and quality are considered to be equal to that offered by other bidders. When the term and condition of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.
2. The right is reserved, however, to make the award to other than the low bidder when it is in the best interest of the School Division.
3. The right is reserved to waive any and all **in**formalities and to reject any and all bids.

4. The Director of ~~Purchasing-Procurement~~ may award contracts to bidders on budgeted items based upon the following criteria: lowest bid meeting specifications, quality, reliability of bidder, service, delivery time, past experience and recommendations of the ~~purchaser~~requester.
5. On all items requiring bids by the School Board, by law or by regulations of the Virginia Board of Education, the School Board or its agent, as authorized pursuant to the terms of the Virginia Public Procurement Act, shall make the final decision after careful examination of the above criteria and the recommendations of the Superintendent or designee.

### **Legal Reference**

Code of Virginia § 2.2-4300, as amended. Virginia Public Procurement Act.

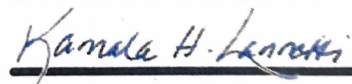
### **Related Links**

School Board [Policy 3-30](#)

Adopted by School Board: February 16, 1993  
Amended by School Board: August 2, 2000  
Amended by School Board: September 3, 2002  
Amended by School Board: January 28, 2020

[Amended by School Board: 2025](#)

APPROVED AS TO  
LEGAL SUFFICIENCY

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