DJE
BIDDING REQUIREMENTS

All purchases of supplies, services, and equipment, and all contracts for construction or maintenance will be overseen by the Chief Procurement Officer (CPO) and will conform to the requirements of the law. Only upon approval from the Superintendent, the CPO of the School District has the authority to delegate his/her procurement powers and duties to a position/title with a Massachusetts Certified Public Purchasing Official (MCPPO) designation that has been filed with the Office of the Inspector General (OIG).

For any supply or service equal to or over $100,000, bids will be advertised with an Invitation to Bid. Suppliers will be invited to have their names placed on distribution lists to receive an Invitation to Bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes addressed to the Chief Procurement Officer and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Chief Procurement Officer reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Chief Procurement Officer reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of thirty days after opening.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made will be required to enter into a written contract with the District.

Upon awarding such a bid equal to or exceeding $100,000, the Superintendent and/or the Chief Procurement Officer will inform the School Committee. If it would best serve District interest, a Request for Proposal may be used instead of the above Invitation to Bid process.
A procurement for a supply or services in the amount of $10,000 or greater but not more than $100,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the Chief Procurement Officer, except in case of emergency involving health or safety.

ADOPTION: 9/22/09; 10/13/15; 7/11/17
REVISION: 05/01/2025
FIRST READING: 05/13/2025
SECOND READING: 06/10/2025
REVIEW: BY AUDITOR, FIN. SUBC. 6/2/15; POLICY TASK FORCE 6/10/15; REVIEWED AND AMENDED BY FIN. SUBC. 9/29/15. AMENDMENTS REVIEWED BY FIN. SUBC. AND FURTHER AMENDED AS V.2 3/28/17; POLICY TASK FORCE V.3 3/31/17; REV. AS V.4 KM 5/25/17; BY FIN. SUBC. AND POLICY TASK FORCE 5/30/17; POLICY SUBC 05/01/25; FIN SUBC 05/06/25
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

A procurement in the amount of less than $10,000 shall be obtained through the exercise of sound business practices.

CROSS REF: DJA Purchasing Authority

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B 30;39M
Chapter 218 of the Acts of 2016
Chapter 198 of the Acts of 2022

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