

# MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: JULY 11, 2011

FIRST READING: JUNE 6, 2011

	<p style="text-align: center;">610. PURCHASING</p> <p>1. Purpose It is the policy of the Joint Operating Committee to obtain competitive bids for products and services where such bids are required by law or may result in monetary savings to the school.</p> <p>2. Guidelines Furniture, equipment, textbooks, school supplies, appliances, construction contracts, reconstruction contracts, repairs,</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Below \$1,000</td> <td>1 current price</td> </tr> <tr> <td>\$1,000 - \$1,999</td> <td>2 current prices</td> </tr> <tr> <td>\$2,000 - \$3,999</td> <td>3 current prices</td> </tr> <tr> <td>\$4,000 - \$9,999</td> <td>3 written quotations/verbal quotations are acceptable for emergency facility repairs, security issues, safety issues, and production related equipment repairs.</td> </tr> </table> <p>An individual line item or total requisition amounting to \$10,000.00 or above require the formal bidding process by the Business Office.</p> <p>In the event that three (3) written quotes are not readily obtainable, then the formal bidding process must be utilized for obtaining competitive pricing.</p> <p>No employee shall evade the above provisions of the section for bids by purchasing materials piece-meal for the purpose of obtaining prices under the stipulated levels. This in intended to make it an unallowable practice to evade price quotations and advertising the requirements by making a series of purchases each less than the stipulated levels, or by making several simultaneous purchases, each below said price, when in either case the transaction involved should have been made in one (1) transaction.</p> <p>SC 751 Less than \$5,000 worth of work may be done by school employees.</p> <p>3. Delegation of Responsibility SC 807.1 The Joint Operating Committee Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Joint Operating Committee but s/he shall inform the Joint Operating Committee of such</p>	Below \$1,000	1 current price	\$1,000 - \$1,999	2 current prices	\$2,000 - \$3,999	3 current prices	\$4,000 - \$9,999	3 written quotations/verbal quotations are acceptable for emergency facility repairs, security issues, safety issues, and production related equipment repairs.
Below \$1,000	1 current price								
\$1,000 - \$1,999	2 current prices								
\$2,000 - \$3,999	3 current prices								
\$4,000 - \$9,999	3 written quotations/verbal quotations are acceptable for emergency facility repairs, security issues, safety issues, and production related equipment repairs.								

<p>4. Guidelines</p> <p>SC 751</p> <p>Act 4 of 1974</p>	<p>action at the next meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p> <p>Bids shall be opened publicly by the Director or his/her designee before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Joint Operating Committee, unless the Joint Operating Committee chooses to reject all bids.</p> <p>The Joint Operating Committee recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened and time of bidding cannot be provided because of the need for immediate action.</p> <p>Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact; in such case the bid shall be returned unopened.</p>
---	---