

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

File: DJE

BIDDING PROCEDURES

Quotation - Bid - R.P.F.

For the purposes of this policy, a bid or request for a quotation will be considered as one and the same. A Request for Proposal (RPF) is a form of bid request in which the specifications of work to be performed or item to be rendered will be described by the submitting person or party.

Number of Bids and Advertising

In requesting bids, at least three will be routinely sought. These may be from local people, businesses, or firms, or from those outside of town. Every effort will be made to identify local parties who may be interested in providing articles and services to the school district and seek their bids.

Sole Source

There are exceptions to every rule, and there are times that only one supplier will be or can be used. If a class has standardized on a certain computer, for example, it would not be advantageous to seek bids from other manufacturers for an additional unit. Likewise, a certain product or line is clearly superior to others and the faculty and/or staff may feel that this is the only brand that is acceptable. In this case, a "sole source" purchase would be permissible. Sole source purchases may only be authorized by the superintendent or his/her designee.

Dollar Limit

The efficient operation of any enterprise requires that many purchases be made each day. To require that each and every one be placed out to bid would cause tremendous delays and inefficiencies. Therefore, consolidated purchases of \$25,000 or single item purchases of \$5,000 or more must be placed out to bid. Items under \$25,000 which may be of a controversial or political nature, e.g. new or expanded services, should also be placed out to bid. These dollar limit procedures will be followed except for circumstances that do not warrant a bid request. The grouping of smaller items, such as office supplies, to allow for a bid request should be encouraged.

Opening of Bids

The policy of the school district will be to schedule the opening of bids at a convenient time during the day. The bids will be opened at a specified time after which no other bids will be entertained. The results will be tabulated and analyzed by the superintendent or his/her designee.

There are times when it is mutually advantageous to submit bids jointly. Examples of this might be fuel oil, paper, or other items where large volumes bring reduced prices. The other parties or a spokesperson for all the parties in this case may place an item out for bid on behalf of the school district. The bids, once opened, then are handled as are all others with a review and award.

Awarding of Bids

The awarding of the contract for the service or items to be purchased will be to the person, firm, or company that the Board chooses. The Board reserves the right to reject any or all proposals, waive any informality, and select a proposal that is not the lowest price, as it deems in the best interest of the District. Further, the District shall be the sole judge of whether or not items proposed to be supplied are "similar and equal" to those specified. All consolidated purchases of twenty-five thousand dollars (\$25,000) or more or single item purchases of \$5,000 or more shall be awarded by the Board. Bids of lesser amounts may also be awarded by the Board when circumstances or Board wishes dictate. Generally, the awarding of bids in payments up to the above listed amount shall be delegated to the superintendent or his designee when the purchases are for replacement or for consumable goods or services.

Reviewed: November 1999

Date of Revision: May 16, 2006

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