

Business and Non-Instructional Operations

Requisitions for Goods and Services

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Introduction: Business personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.

Price Quotes: When reasonably possible, competitive "quotes" shall be obtained from three or more vendors of the materials, equipment and/or service required for all purchases of materials, equipment and service contracts in amounts between \$5,000 and \$10,000. The Superintendent of schools or designee shall choose successful vendors from competitive quotes. Competitive quotes shall not be required for items under \$5,000.

Bids: Competitive bidding shall be required for all purchases of materials, equipment and service contracts exceeding \$10,000. The Superintendent shall require the Director of Business and Finance to establish appropriate bidding procedures including advertising requirements, bidding timelines, bid openings, and appropriate specifications for contracts with, or agreements to purchase from, successful bidders. Contracts, or agreements to purchase, with successful bidders shall be signed by the Superintendent of Schools or designee. The Superintendent may request the Board to waive bidding requirements if it is in the best interests of the school system to do so.

Bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time. After bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.

The Superintendent of Schools or designee may award bids up to \$20,000, and he/she may reject any or all such bids. The Superintendent shall report bid awards to the Board with reasons for awarding any bids to other than low bidders. The Board of Education shall award all other bids upon receiving recommendations and bid results from the Superintendent and may reject any or all such bids.

In situations requiring bids for special student transportation, the Superintendent of schools may provide temporary transportation and other related services pending completion of the bidding process; such temporary arrangements shall not exceed ninety (90) days without prior Board approval.

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Bidding Exceptions: Bids are not required on the following:

1. textbook purchases and other purchases where only one supplier exists;
2. architectural services;
3. legal services;
4. services requiring specific expertise (consultants, specialists).

However, if specified by the Board, Requests for Proposals (RFP's) in a format designated by the Superintendent of schools, shall be obtained for architectural, legal, and consultative services.

Legal Reference:

Connecticut General Statutes

10-287 Installment payment of grants. Construction contracts subject to bid

Revised: January 24, 2011