

**DJC**

## **BIDDING REQUIREMENTS**

All purchase requests must be submitted to Purchasing for approval before the order is placed. Once the request has been verified for available funds it is approved as a Purchase Order. Exceptions: monthly utility billing, heating fuels and benefits payments do not need payment requests or purchase orders. Stipends should be submitted through Payroll Stipend Payment Request Form and Special Ed contracted service agreements through a Service Agreement form.

Any purchase order greater than \$1,000 but less than \$10,000 shall be accompanied by three competitive quotes and justification if the lowest competitive quote is not selected as the vendor of choice. Services for repairs, maintenance and new construction less than \$5,000 do not require three bids if unable to obtain three bids. Any purchase order over \$10,000 shall follow the formal sealed bid process. The Superintendent may waive the bidding requirements in an emergency. An emergency would include an event that could delay school, close school, or create a safety hazard or potential safety hazard. The School Board Chair and/or Vice-Chair shall be notified immediately; the Finance Committee shall be notified of emergency purchases at the next regularly scheduled meeting.

The Superintendent or the Business Administrator may authorize purchases outside of the bidding process (a) to take advantage of temporary pricing opportunities which are well below anticipated bid prices or (b) when only one source for a particular product exists. When these options are used, the Finance Committee will be informed.

All formal bid documents should be maintained by the School Department for a minimum of seven years or for the life of the item or project, whichever is longer. The formal bid documents should include the bid specifications, documentation of how prospective bidders were notified, the bids submitted, a summary of bid results, the award recommendation letter, documentation of approval by the School Board, the award notice to the successful bidder, and the contract as awarded.

Formal bids shall be advertised in a newspaper of general circulation. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All formal bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools, and plainly marked with the name of the bid. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

When a Certificate of Occupancy is required, bids shall state that it is the sole responsibility of the vendor; and no less than 10% of the full contract price shall be withheld pending issuance of a Certificate of Occupancy or Code Enforcement final approval. No less than 3% of the full contract price shall be withheld until all punch list items have been approved by the School Department.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject any or all bids, or any part of any bid when it is in the best interest of the District. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation. The bidder to whom the award is made may be required to enter into a written contract with the district.

It is the intent of the School Board, at a minimum, to comply with the City of Rochester purchasing policies.

<b>Adopted:</b>	April 8, 1993
Amended:	April 13, 2000; September 8, 2005
Board Review/Approved:	September 11, 2008
Amended:	April 14, 2011; January 5, 2012
Board Review/Approved:	April 12, 2018
Amended:	October 11, 2018

## **POLICY DJC, BIDDING REQUIREMENTS PROCEDURES**

1. Any **purchase order** greater than \$1,000 but less than \$10,000 requires three quotes. These quotes should be summarized and submitted to the purchasing agent when the Purchase Order process begins. This document will be saved as part of the purchase order process.
2. Any purchase order greater than \$10,000 shall follow the formal sealed bid process.
3. The Purchasing Agent will be responsible to ensure that all bid processes and procedures are followed; this includes not separating purchase orders to avoid the single item minimum and maximum quote requirements, and use District approved purchase order form

### **Formal Sealed Bid Process**

1. Request for proposals (bids) are prepared and reviewed prior to posting. The bid date is approved by the District Purchasing Agent and Superintendent. Bids are normally due at noon time, opened and read aloud at that time.
2. If a walk-through for a project is warranted, the bid should state if it is mandatory or optional. A walk-through should be scheduled approximately two weeks prior the bid opening date.
3. If the bid provides for addendums, a requirement that final questions be submitted at least one week prior to the bid opening date. The bid should also provide a means to provide the addendum to all parties. All addendums should be completed five days prior to bid submission. A web based posting of the addendum is recommended.
4. All bids shall state that permit sign offs shall be consistent with the Rochester Code Enforcement Office. It shall also state that permits will be obtained at no cost to the vendor.
5. All bid proposals shall be on file in the Superintendent's or Facilities Director's office.
6. Bids submitted by vendors are retained in the Central Office Business Office.