

**PURCHASING/CONSTRUCTION, ADDITIONS,
REPAIRS OR RENOVATIONS - COMPETITIVE BIDS
Administrative Guideline**

PROCEDURES

I. Procurement of Supplies, Materials, and Equipment

A. Informal Price Quotations

The superintendent or his/her designee is authorized to purchase any item or group of items, with a cost greater than \$5,000.00 but which is less than the amount permitted by Section 1274 of The Revised School Code, as amended and adjusted yearly, upon the receipt of at least three (3) verbal quotations or bids. The superintendent or his/her designee shall have the discretion to determine whether such purchases will be made on the basis of requested verbal quotations or through bids.

B. Competitive Bids Required

No purchase of an item, or a group of items in a single transaction, with a cost in excess of the amount permitted by Section 1274 of The Revised School Code, as amended and adjusted yearly, shall be made unless competitive bids are obtained and the purchase is approved by the Board.

Such bids shall be opened at a specified time and place as stated in the invitation to bid. Bids may be opened by the superintendent or his/her designee at the time and place as stated, analyzed and brought to the Board at a regular or special meeting with recommendations as to which bids should be accepted.

The Board shall generally award the contract to the lowest responsible bidder, provided specifications are fully met, but specifically retains the discretion to consider other factors and reject any or all bids.

All bids received after the date and time specified shall be returned to the bidder unopened. Changes in the amount or condition of the bid will not be allowed once the bid has been received.

II. Competitive Bids for Building Construction, Renovation, and Repairs

A. General

Prior to commencing construction of a new building, additions to or repair or renovation of an existing building the Board shall obtain competitive bids on all material and labor required to complete the proposed construction, addition, repair, or renovation.

This section shall not apply in either of the following circumstances: 1) the cost of the repairs, renovation, or construction is less than the amount prescribed in Section 1267(7) of The Revised School Code, as amended and adjusted yearly; or 2) the repair work is of the type which is normally performed by School District employees.

B. Advertisements

The Board shall advertise for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed, or where the repair or renovation of the building is to take place and by posting an advertisement for bids for at least two weeks on the Department of Management and Budget website on a page on the website maintained for this purpose.

The advertisement for bids shall include the following: the time and date by which all bids must be received, state that the Board will not consider or accept bids received after this time, and identify the time, date, and place of the public meeting at which the Board or its designee will open and read aloud each conforming bid received; and state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship(s) that exist between the owner(s) or any employee of the bidder and any member of the Board of Education or Superintendent of the district. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

C. Opening

The Board may reject any and/or all bids. Bids shall be opened and read aloud by the Board or its designee at the time and place advertised for the receipt of the bids. If necessary, the bids will be analyzed and brought to the Board at a regular or special meeting with recommendations as to which bids should be accepted.

D. Board Approval

At a regular or special meeting, the Board may reject any or all bids. In its discretion, the Board may waive any irregularities in the bids not otherwise prohibited by law. In the event, all bids are rejected and the Board decides to proceed with the project, the Board shall readvertise and follow procedures in accordance with the law and this policy.

E. Security

Each bidder shall be required to file security with the Board, in the amount of 5% of the amount of the bid, to secure the school district from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance if the bid is accepted by the Board.

F. Emergency Purchases Exception

Emergency purchases for the purpose of building construction, renovation or repair may be made without using this bidding process. Such emergencies shall be limited to accidents or other unforeseen occurrences which may affect the life, health, welfare, or safety of the school district's pupils or employees.

III. Purchasing Rules and Regulations

The superintendent shall develop the necessary rules and regulations to implement this policy, including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.