

Cabarrus County Schools

Bidding Requirements

Breaking up purchases to avoid bidding requirements is a violation of policy and will not be tolerated.

Requisitions in the amount of \$5,000 to \$90,000	Requisitions in the amount of \$90,000 to \$249,999
<p>Informal Bidding (3) Comparable, competitive quotes or bids and completed Comparative Bid Form are required. Vendors may be invited to participate. Quotes/Bids can be opened when received. Do not invite a vendor who have an unsatisfactory work history. -A vendor with an unsatisfactory work history will not be included</p> <p>Example: 1) TV, Hardware, Labor, Tax and \$0 Shipping - Total cost \$5,015.00 2) 3,000 Notebooks at \$2.50, Tax and \$0 Shipping - Total cost \$8,025 3) 2 Desk at \$2,800 each, Tax and \$0 Shipping - Total cost \$5,992 4) 10 Packs of TI84 Calculators at \$1,223.00 per pack, 10 TI84 Charging Stations at \$62.70 and 450 TI108 Calculators at \$4.50 each, Tax and \$0 Shipping - Total Cost \$15,923.74 5) McKinney Vento Vans</p>	<p>Formal Bid Process Spec. Sheet is required and must include time, date and place to open bids. Sealed bids are opened during a meeting with Finance (to include Valerie Cooper and one other Finance Team Member). Advertising is allowed, but not required. Ask yourself: Have we fostered competition? Should we accept the price, quality, and suitability of the quote/bid?</p> <p>Example: 1) Flooring Replacement - Total Cost 101,617.00 2) Activity Buses 3) Gym Roof Repair 4) Playground Replacement 5) Access Control - Key Fob System</p>
Requisitions in the amount of \$250,000 to \$1,000,000	Requisition amount greater than \$1,000,000
<p>Formal Bid Process Spec. Sheet is required and must include time, date and place to open bids. Sealed bids are opened during a meeting with Finance (to include Valerie Cooper and Kimberly Aldridge, Director of Finance Operations). Advertising is required; You may not limit vendor responses; Must have 7 days between publication and bid opening. Ask yourself: Have we fostered competition? Should we accept the price, quality and suitability of the quote/bid? Requires Board of Education approval</p> <p>Example: 1) Larger Projects 2) Multiple items being purchased for different locations. 3) Lawn Maintenance</p>	<p>Formal Bid Process Spec. Sheet is required and must include time, date and place to open bids. Sealed bids are opened during a meeting with Finance (to include Valerie Cooper and Kelly Kluttz, Chief Financial Officer). Advertising is required; You may not limit vendor responses; Must have 7 days between publication and bid opening. Ask yourself: Have we fostered competition? Should we accept the price, quality and suitability of the quote/bid? Requires Board of Education approval</p> <p>Example: 1) New School 2) New School Furniture Package</p>

The guidance provided above is based on general statute and board policy. Every request for purchase must align with law and policy. In addition, the CFO must verify the expenditure to be in the appropriate budget code and is an appropriate use of tax payer funds. Finally, the CFO has the right to deny any request for a purchase that makes her uncomfortable.

Request for an exception to bidding requirements: From time to time , there are exceptions (per the law) allowed. Examples would be state contract, group purchasing contracts, used equipment, sole source and architect/engineering services. If you are asking for consideration for an exception, the exception must be clearly documented and attached in the document cabinet. Please allow 48 hours for a review of the exception.