

BIDDING REQUIREMENTS

The Superintendent of Schools has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public work, if formal competitive bidding is required by the General Municipal Law.

The Superintendent will be responsible for the development and administration of regulations for the competitive purchasing of goods and services by the school district in compliance with the requirements of the General Municipal Law.

Cross-ref: 6700, Purchasing
6740, Purchasing Procedures
7360/7361/7362, Construction Contracts, Bidding and Awards

Ref: Education Law §§1619; 1725; 1725-a; 2513; 2556
General Municipal Law §§100; 103; 103-d; 103-e; 104; 105; 109-b
Local Finance Law §§163; 175-a; 175-b

Adoption date: June 21, 1993

COMPETITIVE BIDDING PROCEDURES REGULATION

The requirements for formal competitive bidding are as follows:

1. All items must be bid when the cost of any single item or group of similar items is in excess of ten thousand dollars (\$10,000).
2. All transportation must be bid where the cost of any single transportation service is in excess of ten thousand dollars (\$10,000).
3. All repair or contract obligations involving the use of personnel and goods in a single project must be bid when such a project's costs exceed twenty thousand dollars (\$20,000).
4. All items and/or groups of items whose total exceeds five hundred dollars (\$500), but is less than ten thousand dollars (\$10,000), will require informal quotations either by a request for quotation form mailed to bidders, or by telephone when time is of the essence.
5. A "Notice to Bidders" shall be published in the officially designated newspaper at least three times commencing not less than twenty-one (21) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
6. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time for opening.
7. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least three (3) district employees present at each bid opening, including the Purchasing Agent or his/her designee. All interested parties may also attend the opening of bids.
8. After being opened, all bids shall be recorded and analyzed. The Purchasing Agent shall make a recommendation to the Board of Education as to the lowest responsible bidder who has met or complied with the bid specifications.
9. In the event there are two or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase. In making an award in the case of tied low bidders, the Board may give consideration to a local business or supplier.
10. Bid bonds or deposits of five percent (5%) of the bid price may be required, at the discretion of the Purchasing Agent, on all purchase contracts of less than \$25,000. Bid bonds or deposits of five percent (5%) of the bid price are required for labor or service contracts. Performance bonds of one hundred percent (100%) of the bid price are required for all contracts in excess of \$25,000. Performance bonds on contracts for less than \$25,000 may be required, at the discretion of the Purchasing Agent.

11. Every bid shall contain the certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.
12. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board, upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.

Adoption date: June 21, 1993