

BIDDING REQUIREMENTS

Competitive sealed bidding is the preferred method of district procurement. The purchasing procedure of the district shall not only ensure the best possible price for goods and services, but also should operate efficiently and economically. As such, the following categories shall be used as guidelines in implementing either competitive bidding or in securing oral or written price quotations for site/facility improvements, supplies, services, construction, renovations and the disposal of any district property declared no longer needed for district operation.

1. The terms "competitive sealed bid" or "bid" shall pertain to projected expenditures of \$5,000 or greater for supplies, materials, furniture, equipment, contractual service, insurance and other fixed charges. A formal bidding process may be used in any of these circumstances. The term "competitive sealed bid" or "bid" shall also pertain to projected expenditures of \$5,000 or more for construction or remodeling services covered by the prevailing wage rate. All competitive sealed bids of \$5,000 or more will be issued and awarded by the purchasing agent after Board of Education approval.
2. The term "quotation" shall pertain to projected expenditures of \$500 but less than \$5,000 for supplies, materials, furniture, equipment and miscellaneous items. Purchase of items from \$500 to \$2,500 may be completed after securing either oral or written price quotations. Purchase of items \$2,500 to \$5,000 may be completed after submitting written price quotations from vendors to the purchasing agent.
3. The term "contract" shall pertain to an agreement entered into by the board of education for the sale or purchase of supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property. A formal bidding process may be used in contractual agreements.

The formal competitive sealed bidding procedure may be implemented any time when, in the opinion of the superintendent, or a designee, the welfare of the school district will be served.

Invitations for Bid

Advertising for bids will occur in consonance with state law and when, in the opinion of the superintendent, or a designee, it will benefit the bidding process. A master bid list of prospective bidders for all materials or services shall be maintained in the purchasing office. Any vendor desiring that its name be added to the list may do so by written communication to the purchasing agent.

Any potential vendor who was used by the district to create a plan design or a bid specification will be initially disqualified from bidding on projects with a projected expenditure greater than \$5,000. The Superintendent or their designee can waive disqualification where it is determined to be in the best interest of Pattonville School District.

All formal bids must be submitted in sealed envelopes, addressed to the purchasing agent and plainly marked with the name of the bid and the time of the bid openings. Recommendation for awards will be at the board meeting following the opening of bids, or as soon thereafter as possible. Alternate bids/proposals will be evaluated providing complete specifications accompany the bid form.

The superintendent, or chief financial officer/purchasing agent will represent the board in the opening of sealed bids. Bids are to be opened publicly, read and recorded. The public is invited to attend bid openings.

Bids for depository, sale of real property and sale of bonds, shall be opened at a board meeting. Other bid openings, when specifically directed by the Board of Education, shall be opened at a board meeting.

The board reserves the right to reject any or all bids and accept the bid which appears to be in the best interest of the school district. The board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. 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.

Generally, bids accepted by the board pertaining to contracts, services and/or benefits shall be on an annual basis; however, this does not preclude the board from approving multi-year (not to exceed five years) agreements that are in consonance with state law. In the event of board approval of multi-year bids, the board shall annually, by motion, show approval or rejection of continuance of agreement.

When the superintendent, or designee requests the Board of Education's approval of an agreement which contains options to renew for subsequent years, the request for approval of the first year agreement will contain notification to the Board of Education of such options. The notification will advise the Board of Education of the terms, conditions and price basis of subsequent renewal options. The superintendent, or designee, will request approval of options to renew an agreement within a time frame which allows the Board of Education sufficient time to request bids in lieu of renewing the agreement.

Quotations

If the amount of a purchase is estimated to cost \$500 but less than \$5,000, the superintendent, or designee, will utilize quotation procedures. When quotation procedures are implemented, the superintendent, or designee, will attempt to obtain two or more quotations for the purchase of the item(s) without formally advertising for bids. The superintendent, or designee, will determine the best quotations with regard to price, quality of product, delivery and other factors considered necessary to the school. Records of all quotations will be kept on file for at least one year after receipt.

Proposals

When the chief financial officer or the purchasing agent determines that the use of competitive sealed bidding is either not practicable or not advantageous to the district, the competitive sealed proposal method may be used. The competitive sealed proposal method requires the bidders to submit a detailed plan/procedure, cost and other appropriate data to complete the project/program. The award will be based on the best and lowest cost and appropriateness of the competitive sealed proposal method to the advantage of the district.

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