

Business/Non-Instructional Operations

Bids and Quotations

A. Quotations

For all non-instructional goods and services having a value of at least \$1,000 up to \$9,999 per each item, the Superintendent or designee shall seek at least three (3) written quotations. The lowest quotation, consistent with quality, responsibility and educational requirements will be accepted.

B. Bids

For all non-instructional goods and services having a value of at least \$10,000 and more per each item, the Superintendent or designee shall prepare specifications and secure formal bids. The lowest bid, consistent with quality, responsibility and educational requirements will be accepted.

Legal Reference: Connecticut General Statutes

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: August 19, 2014
Policy revised: June 19, 2018

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Business/Non-Instructional Operations

Bids and Quotations

Definitions and Regulations

1. Quotation

A notice, in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish goods or services to the purchaser.

A. Purchases for individual items that cost at least \$1,000 up to 9,999 shall be quoted.

The Superintendent or designee shall solicit at least a minimum of three (3) written quotations. Advertising in a local newspaper will not be required.

2. Bid

A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the purchaser, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish goods or services by the purchaser.

A. Purchases for individual items that cost \$10,000 or more shall be bid.

i. Invitation for Bids

Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding. All bids must be submitted in sealed envelopes and addressed to the Superintendent's Office and plainly marked with the name of the bids.

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 on the goods or services.

ii. Public Notice

Bids shall be advertised in the area newspaper for at least one day. The public notice shall state the place, date and time that sealed bids are due will be opened.

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Definitions and Regulations (continued)

iii. Bid Acceptance and Bid Evaluation

Bids shall be unconditionally received without alteration or correction. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose.

Bids shall be opened in public at the prescribed time and place and tabulated for review. All bidders and other interested persons shall be invited to be present. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertising time. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

iv. Award of Contract

All bid documents shall include the following:

“The Putnam Board of Education will award bids based on the total merits of the proposed packages and hereby reserves the right to reject any and all bids, the right to waive any informalities in the bidding process, and the right to accept only that bid it feels is in the best interest of the Putnam Board of Education.”

The lowest bid, consistent with quality, responsibility and educational requirements will be accepted. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the award elsewhere shall be prepared and filed with the other papers relating to the transaction.

3. Exceptions to Bids and Quotations

- a. Contracts for professional services such as legal, engineering, architectural, auditing, etc.
- b. Purchases made through regional or state agencies.
- c. When the nature of the good or service to be performed is best provided by one source because of the source's expertise or prior knowledge, or when one material is most suitable and that material is only reasonably obtainable from one source.

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3. Exceptions to Bids and Quotations (continued)

- d. Reordering of stock when the continued purchase of the identical item is in the best interest of the Board of Education and there is only one source for that product reasonably available.
- e. When Federal or State laws or regulations prescribe procedures different than those found in these purchasing and bidding procedures.

4. Emergencies

The Board of Education may waive the procedures outlined herein and prescribe alternative procedures for particular situations. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent or designee.

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