

PURCHASING AND BID PROCEDURE

PURCHASING

The Islesboro School Department, in its operation, must by necessity purchase many items. These purchases must be carried out in an orderly and responsible manner. Because the school department is a public entity, purchases must also be made with the awareness of the public's right to know. The following, therefore, seeks to implement a policy that takes into account these many facets.

QUOTATION & BID

For the purposes of this policy, a bid or request for a quotation will be considered as one and the same.

NUMBER OF BIDS AND ADVERTISING

In requesting bids, at least three will be routinely sought. These may be from local people, businesses, or firms or from those outside of town. Every effort will be made to identify local parties who may be interested in providing articles and services to the school unit and seek their bids.

SOLE SOURCE

There are exceptions to every rule, and there are times that only one supplier will be or can be used. If a class has standardized on a certain computer, for example, it would not be advantageous to seek bids from other manufacturers for an additional unit. Likewise, a certain product or line is clearly superior to others and the faculty and/or staff may feel that this is the only brand that is acceptable. In this case, a "sole source" purchase would be permissible. Sole source purchases may only be authorized by the superintendent or his/her designee.

DOLLAR LIMIT

The efficient operation of any enterprise requires that many purchases be made each day. To require that each and every one be placed out to bid would cause tremendous delays and inefficiencies. Therefore, purchases and services of an aggregate amount of \$5,000 which may be of a controversial or political nature, e.g., new or expanded services, should also be placed out to bid.

In certain instances time constraints and/or emergency situations may make the bid process impractical. At that time the Board may elect to purchase services or goods without implementing the bid process.

OPENING OF BIDS

The policy of the school unit will be to schedule the opening of bids at a convenient time during the day. The bids will be opened at a specified time after which no other bids will be entertained. The results will be tabulated and analyzed by the superintendent or his/her authorized representative.

There are times when it is mutually advantageous to submit bids or quotations jointly with other entities. Examples of this might be fuel oil, paper, or other items where large volumes bring reduced prices. The other parties or a spokesperson for all the parties in this case may place an item out for bid on behalf of the school unit. The bids, once opened, then are handled as are all others with a review and award.

AWARDING OF BIDS

The awarding of the contract for the service or items to be purchased will be to the person, firm or company that provides the best service or item at the least cost to the school unit. Bids of lesser amounts may also be awarded by the School committee when circumstances or the Committee wishes to dictate. Generally, the awarding of bids in payments up to five thousand dollars shall be delegated to the superintendent when the purchases are for replacement or consumable goods or services.

BIDDING PROCEDURES

When bids or multiple quotations for purchased items are sought in writing, the School Committee will be notified prior to issuing requests for such bids and/or quotations by the Superintendent.

The School Committee's notice will include a brief written description of the items to be bid and the specifications, the date and time when bids/quotations are to be received and the location where detailed specifications are to be available for public review.

If possible, when bids are being requested for fuel, a specified spot price date will be used in the bid specification so that all bids would be quoted as of a given date.

A public notice will be issued stating the item and place that the sealed bids will be opened. All bids will be opened by the superintendent, or, in his/her absence or disability, by a School Committee member designated by the chair.

The Board reserves the right to reject any and all bids.

Legal Reference: TITLE 5 MRSA SEC. 1743-A and 20 A MRSA SEC. 13141

Approved: October 10, 1995

Revised: September 10, 2002