

ISLESBORO CENTRAL SCHOOL  
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.

BID PROCESS

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

There are exceptions to every rule, and there are times when 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 manufactures 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 acceptable brand. In this case, a "sole source" purchase would be permissible. Sole source purchases may only be authorized by the superintendent or his/her designee.

There are times when it may be mutually advantageous to submit bids or quotations jointly with other entities. Examples of this might be fuel oil, paper, or other large 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, are handled as are all others with a review and award.

In certain instances time constraints and/or emergency situations may make the bid process impractical. In such cases, the School Committee may elect to purchase services or goods without implementing the bid process.

The efficient operation of any enterprise requires that many purchases be made on a regular basis. To require the 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 or less need not be placed out to bid. However, purchases of \$5,000 or a lesser amount which

may be of a controversial or political nature, e.g., new or expanded services, should also be placed out to bid.

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 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 the 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 specifications so that all bids would be quoted as of a given date.

#### 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 superintendent will notify all bidders of the time and place for the bid opening of the sealed bids by the superintendent. 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 bids will be opened at a specified time, after which no other bids will be entertained. All bidders will be encouraged to be present at the bid opening in the event that clarification of specifics is necessary. The results will be tabulated and analyzed the superintendent or his/her authorized representative, and brought to the next regular meeting of the School Committee for final awarding of the bid.

#### 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 greater amounts may also be awarded by the School Committee when circumstances or the Committee wishes to dictate.

Legal reference: Title 5 MRSA Sec. 1743 and 20-A MRSA Sec. 13141

Approved: October 10, 1995

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