Board Policy DJED: Bids and Quotations

Status: DRAFT

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The Superintendent's office, through the Carroll County Board of Education, has the authority and is charged with the responsibility for the establishment of contracts, leases, purchase orders or other agreements for the procurement of supplies, materials, equipment, services and construction.

All purchases shall be in accordance with the policies established by the Carroll County Board of Education and the laws of the State of Georgia.

I. **General**

1. Competitive bids or quotations or proposals shall be solicited for all purchases of $25,000 or more. All bids exceeding $10050,000 must be rendered in a sealed bid to be opened at a specified time and place.

2. Except as otherwise provided in this policy, all purchases shall be made based upon administrative rule DJED-R. The Superintendent shall develop administrative regulations governing the bidding process.

3. The Board of Education and Superintendent have the right to request of any bidder a list of all subcontractors and suppliers whose subcontract exceeds five percent of the general contract. Such information shall be provided by 9:00 a.m. on the second business day following the opening of bids.

4. When a bid is presented to the Board for approval, any relative of the vendor or contractor being awarded the bid who is an employee of the board with authority to oversee or expend those funds shall be identified to the Board.

The following purchases may be made by the Superintendent and/or designee without regard to the bidding requirements set forth in this policy:

1. Products and services, which are available from only one vendor.

2. Items listed and priced in the current and active Federal Government Services Administration contracts, State of Georgia or other state government contracts, and other local government agency bid contracts.

3. Where a purchase can be made in accordance with an open bid list furnished by a vendor pursuant to the request of the school system and it has been determined that the price is the lowest indicated on any open bid list furnished by any vendor for the particular product to be purchased.

4. Instructional, vehicle, equipment, and facility emergency needs, which if not performed immediately would result in a safety hazard to the students and staff of the school system or further damage to the vehicle, equipment or facility.

5. Textbooks, library books, computer programs or other Instructional media from the publisher, distributor, or agent, and consumable instructional supplies.

6. Test and test scoring services of a standardized examination from the publisher or licensed agent.

7. Student activities including field trips, charter buses, homecoming, prom, graduation activities, events, etc.

8. Agreements for maintenance service from the original vendor or authorized agent of the installed equipment. If at any time service from the original vendor or authorized agent is deemed unacceptable, competitive quotes will be solicited for like services.

9. Products and services to maintain or expand existing safety and security systems.

10. Professional service contracts defined as those services rendered to the school district by an individual firm, partnership, corporation or other entity licensed by the State of Georgia (including but not limited to accountants, architects, attorneys, auditors, consultants, engineers, nurses, physical therapists, etc.) to provide professional services. Consultants may be selected from a source identified as providing the expertise and availability on the particular topic or need.

11. Workers Compensation and Risk Management Insurance claim payments made under existing legal, policy, or contract requirements.

12. Operational Hardware and Software Programs (i.e. Accounting, Student, Human Resources, etc.)

II. **Withdrawal of Bids**

If a bidder claims a significant error has been made in preparation of the bid and can provide evidence supporting such error to the Superintendent of designee within 3 days of the bid opening, the low bidder may be permitted to withdraw the bid. The bidder shall be disqualified from future bidding on that project.

III. **Local Purchasing**

It shall be the policy of the Carroll County Board of Education where purchases are to be made exclusively from local funds to purchase from local vendors where possible. The Superintendent or designee may provide up to a three percent (3%) cost advantage to local vendors provided quality, workmanship and service to be performed are equal to that to be provided by non-local vendors. Refer to Policy DFC for purchases with federal funds.

IV. **Rejection of Bids**

The Carroll County Board of Education reserves at all times the right to reject any or all bids and any public notices or specifications shall clearly state this reservation. There shall be no requirement that the Board accept the lowest bid except as required by law.