

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: October 21, 2004

REVISED: September 21, 2006

610. PURCHASES SUBJECT TO BID/QUOTATION							
<p>1. Authority SC 751, 807.1</p>	<p>It is the policy of the Joint Operating Committee to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school.</p>						
<p>2. Guidelines SC 807.1</p>	<p><u>Supplies</u></p> <p>The Joint Operating Committee shall, after due public notice advertising for competitive bids, purchase furniture; equipment; school supplies; and appliances costing \$10,000 or more, unless exempt by statute. The Joint Operating Committee shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.</p> <p>An individual line item or total requisition amounting to \$10,000 or above requires the formal bidding process.</p>						
<p>SC 807.1</p>	<p>Furniture, equipment, school supplies and appliances to be purchased by the school costing more than \$4,000 but less than \$10,000 may be obtained on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Below \$2,500</td> <td>1 current price</td> </tr> <tr> <td>\$2,500 - \$3,999</td> <td>2 current prices</td> </tr> <tr> <td>\$4,000 - \$9,999</td> <td>3 written quotations/oral quotations</td> </tr> </table>	Below \$2,500	1 current price	\$2,500 - \$3,999	2 current prices	\$4,000 - \$9,999	3 written quotations/oral quotations
Below \$2,500	1 current price						
\$2,500 - \$3,999	2 current prices						
\$4,000 - \$9,999	3 written quotations/oral quotations						
<p>SC 751</p>	<p><u>Contracts</u></p> <p>The Joint Operating Committee shall, after due public notice advertising for competitive bids, contract for construction; reconstruction; repairs; maintenance; or work on any school building or property having a cost or value of more than \$10,000, unless exempt by statute.</p>						

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

<p>SC 751</p>	<p>All contracts for construction; reconstruction; repairs; maintenance; or work on any school building or property, having a cost or value of more than \$4,000 but not more than \$10,000, may be obtained on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p>
<p>SC 751</p>	<p>The Joint Operating Committee may authorize the use of school employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$5,000.</p>
<p>3. Delegation of Responsibility</p>	<p>No employee shall evade the above provisions of the section for bids by purchasing materials piece-meal for the purpose of obtaining prices under the stipulated levels. This is intended to make it an unallowable practice to evade price quotations and advertising requirements by making a series of purchases each less than the stipulated levels, or by making several simultaneous purchases, each below said price, when in either case the transaction involved should have been made in one (1) transaction.</p> <p>The Joint Operating Committee Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Joint Operating Committee; but the Joint Operating Committee shall be informed of such action at the next meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p>
<p>SC 807.1</p>	<p>Bids shall be opened publicly by the Business Administrator before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Joint Operating Committee, unless the Joint Operating Committee chooses to reject all bids.</p>
<p>SC 751</p> <p>School Code 751, 807.1</p>	<p>The Joint Operating Committee recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing classes is threatened, and time for bidding cannot be provided because of the need for immediate action.</p> <p>Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact; in such case, the bid shall be returned unopened.</p>