

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: October 21, 2004

REVISED: September 21, 2006, October 22,
2019

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>The bidding process for supplies and contracts for construction reconstruction repairs and maintenance will be in accordance with current state law.</p>
<p>SC 751</p>	<p>The Joint Operating Committee may authorize the use of school employees to perform construction, reconstruction, repairs in accordance with current state law.</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>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>

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

School Code 751, 807.1	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.
---------------------------	---