

SUBJECT: COMPETITIVE BIDS AND QUOTATIONS

As required by law, the Superintendent will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board of Education action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board of Education may choose to reject any bid.

Unless put to bid, professional services will be awarded to persons other than Board of Education members, their immediate families, or their employers. If professional services are put to bid, the criteria of professional capacity and cost to taxpayers must be paramount.

If two identical bids are submitted and both parties meet the criteria, the contract must be awarded to the bidder with no connection with a Board of Education member.

When it is in the best interest of the District to include standardization of a product for service or purchase, the District, in compliance with state purchasing laws, may include standardization as part of request for proposal or bid specifications. Standardization for each service or purchase shall be pre-approved by Board of Education resolution.

The unintentional failure to fully comply with the provisions of Section 104b and Section 105 of General Municipal Law shall not be grounds to give rise to a cause of action against the School District or any officer or employee thereof.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District.

All other things being equal, related to quality price and service, the Board of Education will award purchases to vendors located within the School District.

General Municipal Law Article 5-A
Education Law Section 305(14)

Adopted: 1/12/99