

BIDDING/PURCHASING REQUIREMENTS

The Jefferson School Committee expects all purchases made by the Jefferson Village School to be consistent with applicable laws and sound business practices. The Superintendent shall be responsible for developing and implementing administrative procedures for bidding and purchasing consistent with this policy.

This policy is intended solely as an internal guide to purchasing by the Jefferson Village School. It does not afford any vendor any property or contractual rights against the Jefferson Village School. No vendor shall have any enforceable rights against the Jefferson Village School based upon this policy or alleged violations of this policy. No vendor shall have any rights against the Jefferson Village School until such time as a written contract between the vendor and the Jefferson Village School is executed by the vendor and an authorized representative of the Jefferson Village School.

PURCHASING PROCEDURES

A. **Bidding Required by Law**

Maine law requires the Committee to competitively bid property and casualty insurance; school bus and transportation contracts in excess of \$4,000; school building construction, alterations and repairs of \$25,000 (except contracts for professional architectural and engineering services), and bond anticipation notes for state-subsidized school construction projects.

B. **Competitive Bidding of Other Purchases**

When bidding is not required by law, it shall be the policy of the Jefferson Village School to competitively bid purchases of equipment, supplies, materials or services over \$5,000 provided that it is practical and cost-effective to specify the materials or services with sufficient particularity to allow meaningful comparison of bids.

If competitive bidding is not utilized, the Superintendent may seek Requests for Proposals (RFP) for purchases over \$5,000. An RFP identifies the need the school unit intends to meet, but permits the vendor to propose the manner in which the work is to be performed and the materials to be used.

The Superintendent may forego the competitive bid or RFP process only when he/she determines that quality, expertise, time factors, or other important

considerations outweigh the possible benefits of bidding or requesting proposals. In each such case, the Committee shall be informed of the Superintendent's decision and the reasons for it in advance of entering into a contract.

BID PROCEDURES

The business manager is authorized to develop appropriate specifications for all purchases and may utilize Jefferson Village School personnel and private vendors as necessary to accurately describe the requirements for any purchase.

A. Formal Competitive Bids

The notification shall specify the deadline for submitted bids and the time and place of bid opening. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of Jefferson Village School to reject any or all bids if in the best interest of the School, and to exercise judgment in evaluating bids.

B. Notices

The business manager shall place an advertisement in a local newspaper of general circulation in the area or other newspapers, publications, and online sources.

C. Written Bids

Bids shall be in writing.

D. Time of Opening

A Committee member or employee of the Jefferson Village School may not open a bid until the appointed time.

E. Public Opening

All bids shall be opened, in public, as outlined in bid specifications.

F. Awards of Contract

Upon recommendation of the Superintendent, the Jefferson School Committee shall award all formal bids.

G. Reading

If any citizens who are not Committee members or employees of the Jefferson

Village School, or if any representatives of the press are present, bids shall, at that time, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.

H. Lowest Responsible Bidder

Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, the following factors shall be considered in addition to price:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
7. The quality, availability, and adaptability of the supplies, or contractual services to the particular use required;
8. The ability of the bidder to provide maintenance and service for the use of the subject of the contract; and
9. The number and scope of conditions attached to the bid.

I. Local Vendors

Local vendors may be selected if, in the opinion of the Jefferson School Committee, the bid is close to the low bidder and the decision to support the local vendor is beneficial to the school and the community.

Adopted: **1/7/19**