

BIDDING PROCEDURES

All contracts and contracted services, or purchases of supplies, materials, or equipment in the amount of 25,000 or more shall be based, when possible, on at least three competitive bids. All contracts or purchases less than 25,000 may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchases made on the open market shall involve careful pricing. Emergency purchases must be reported to the Board of Education at their next monthly meeting. Co-operative arrangements (eg. EASTCONN) must have Board approval in advance since they do not require a bid.

All contracts and all purchases will normally be awarded to the lowest responsible, qualified supplier, but the Business Manager will take into account such factors as service, quality, availability, and so forth.

When bidding procedures are used, bids shall be appropriately advertised. This publicizing shall be done in a fair and just manner. Suppliers shall also be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared all merchants or firms who have indicated an interest in bidding will be required to pick them up or attend a walk-through at a date/time specified by the Business Manager and will receive them at that time.

All bids must be submitted in sealed envelopes, addressed to the Superintendent or Business Manager and plainly marked with the name of the bid and the date and time of the bid opening. Bids shall be opened on the date and at the time specified and all bidders and other interested persons shall be invited to be present. A bid shall expire 3 months from the date of opening. Purchases consistent with the original bid specifications may be added to an original bid within the first three (3) months of the awarding of the bid. After the initial three months, purchases shall not be added to an original bid without the specific approval of the Board.

The Board of Education reserves the right to reject any and all bids, or any parts thereof, and to accept that which appears to be in the best interest of the Town of Plainfield. The Board reserves the right to waive any formalities in a bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. No bid received after the time and date specified shall be considered.

The bidder to whom the award is made may be required to enter into a written contract with the Plainfield Board of Education.

Adopted: 3/19/85
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