

**BIDS AND QUOTATIONS
(REGULATIONS)**

The superintendent or designee shall secure the best pricing on items purchased, either by informal oral quotations, formal written quotations, or competitive advertised bids. Although formal written quotations are always preferred, in the interest of economy of time, quotations may be waived for line item purchases of less than \$500 and informal quotations by telephone may be secured on line item purchases ranging from \$501 to \$4,999. Formal written quotations should be secured on purchases ranging from \$ 5,000 to \$49,999. In determining whether formal quotations shall be obtained, the superintendent or designee shall weigh the necessity for speed of securing supplies or equipment and the possible savings that maybe realized. If savings from quotations are insignificant, prices given by reliable vendors may be used. All contracts for, and single line purchases of supplies, materials, equipment, and contractual services in the amount of \$50,000 or more shall be based on at least three competitive bids.

Exempt from this requirement are professional services such as auditor, attorney, or specialized professional service not otherwise required by statute to be competitively bid; and said supplies, materials, equipment, and contractual services for which there is a single or sole source. All purchases made in the open market shall be consummated after careful pricing. Documentation of telephone quotations may be used when the district's quote form is completed and attached to the purchase request. In consideration of the size and kind of purchase, the superintendent may deem it necessary for a vendor produced quotation to verify information prior to a commitment to purchase. The solicited information from vendors, price comparisons, and documentation become backup data to be included with requisitions and purchase orders. Products that are currently on a GSA or Oklahoma State Contract, and can be purchased at state contract prices, are not subject to these requirements, but must be approved by the board of education when in excess of \$5,000. Purchases which may be made at a lower price than that which is listed on a GSA or Oklahoma State Contract for the same or comparable product are not subject to these requirements, but must be approved by the board of education when in excess of \$5,000.00.

When considering quotations of the same quality and service, preference may be given to a vendor whose business establishment is located within the district boundaries, if such quote is within five percent of the lowest received. Where a tie exists among quotes from outside the district, or inside the district, preference may be given to the vendor whose business establishment has given the best sustained service to the district with such reason being documented on the purchase request.

However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, services, or product provided by the Department of Corrections is the lowest and best price.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding. The Oklahoma Department of Corrections will be placed on the mailing list and will be sent invitations to bid for all goods and services the department may provide and for which this district has a specific need.

All bids must be submitted in sealed envelopes, addressed to the administrative office of the school district and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time and place specified and all bidders and other persons shall be invited to be present.

BIDS AND QUOTATIONS, REGULATIONS (Cont.)

The board reserves the right to reject any or all bids and to accept the bid which appears to be in the best interest of the school district. The board reserves the right to reject any or all bids or any part of any bid, or to waive any informality, and to accept the bid which appears to be in the best interest of the school district. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract with the school district.

The superintendent or designee shall maintain a bid list. Any vendor shall be placed on the bid list upon written request. As an objective, the superintendent or designee will normally seek out sufficient bidders to have an uncontested low bid by virtue of having several bona fide bids.

All bidders shall be given an equal opportunity to qualify for school business.

Where two or more bidders are the same on quality and price, preference shall be given to the bidder whose business establishment is within the boundaries of the school district. Where the tie bidders are from outside the district, preference may be given to the firm that has given the best sustained service to the district.

Regarding student transportation purchases, the board of education of any school district authorized to furnish transportation for students to and from school shall be required to purchase all their transportation equipment from the list so provided on sealed bids and at a price not greater than the price filed with the State Board of Education. All purchases shall be made upon sealed bids, and contract of purchase shall be awarded to the lowest and best bidder. Provided, however, any purchase or sale of transportation equipment from one school district to another school district shall not be subject to the list and sealed bid requirements. (70 O.S. §9-109)

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