

3303 Bids and Quotations

Bidding Criteria - The Board of Education believes that one of its primary responsibilities is to insure that district funds are spent wisely and that all expenditures of funds are in compliance with the requirement of the *Illinois School Code*.

Therefore, all contracts for supplies, materials, or work involving an expenditure of \$25,000 or more shall be let to the lowest responsible bidder after due advertisement, except contracts that are specifically exempted from competitive bidding by the *Illinois School Code*. At least three (3) written competitive quotations will be obtained for purchases of \$5,000 but less than \$25,000. Written quotations shall be maintained on file for all such purchases. In addition, verbal competitive quotations shall be sought and a record maintained for items of this nature costing less than \$5,000.

Further, the bidding threshold for exemptions defined as “contracts for repair, maintenance, remodeling, renovation or construction, or a single project ... not involving a change or increase in the size, type, or extent of an existing facility” is set at not to exceed \$50,000. At least three (3) written competitive quotations will be obtained for purchases of \$10,000 but less than \$50,000. Written quotations shall be maintained on file for all such contracts. In addition, verbal competitive quotations shall be sought and a record maintained for all items of this nature costing less than \$10,000.

Advertisement - The Board of Education shall annually establish bid procedures and authorize the administration to proceed with the preparation of bids for the following year.

In such cases where bids are required by law, purchase may be made only after public notice has been given as prescribed by the *Illinois School Code*.

Such advertisement or notice shall give all necessary information, or give notice of convenient access thereof, in such manner that bidders can intelligently make bids for such contracts.

The Board of Education shall accept the lowest responsible bid, when the kind and quality of equipment, supplies, materials and goods are equal. The Board of Education shall have the right to reject any and all bids or select any single item or groups of items from any bid.

Bid Preparation – Whenever feasible, bid instructions shall include product or item specifications.

The district will, when feasible, develop a standardized list of products for purchase.

Bid Awards – When the bids have been summarized and evaluated, with samples examined as necessary, the district shall prepare a recommendation to the Board of Education specifying which companies should be awarded the contract(s).

Recommendations for award will be made by the District in accordance with specifications established by the district, and prices offered by the supplier(s). Bids will be awarded to the lowest responsible bidder, kind, quality and material being equal. Additional factors to be considered in award of all bids will be past history of the supplier's performance, serviceability, and safety.

The Community High School District 94 Board of Education must approve all bids awarded by Community High School District 94.

Volume Purchasing – Cooperative purchasing with other school districts, regional offices of education, and other volume bidding arrangements shall be utilized whenever practical and only to the extent permitted by law. Individual purchases shall be combined or consolidated whenever possible.

Waiver of Bidding Procedures – The foregoing bidding procedures as described in school board policy may be waived as permitted by law, including, but not limited to, the following circumstances:

1. In those cases where the nature of the personal service relates closely to an individual and/or a firm (i.e., legal counsel, architectural consultant, etc.) the Superintendent may, upon the approval of the Board of Education, utilize procedures other than the traditional sealed bid process.

2. In those cases where an emergency condition exists, the Board of Education may waive the bidding procedures.

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Revised: April 28, 2009

Replaces: DJED – Bids and Quotations

Reference: 105 ILCS 5/10 – 20.21

Cf: Series 3000, ¶3308 – Quotations