

BIDDING/QUOTING REQUIREMENTS

Competitive bids or quotations shall be solicited in connection with purchasing whenever possible. Contracts shall be awarded to the lowest responsible and responsive bidder complying with specifications and with other stipulated bidding conditions.

Bidding:

In accordance with Indiana Code 5-22-7, all purchase contracts for supplies (e.g., materials, goods, and equipment) in excess of one hundred fifty thousand dollars (\$150,000) per purchase and for leases of equipment involving over one hundred fifty thousand dollars (\$150,000) shall be awarded on the basis of public advertising and competitive bidding. A bid opening committee composed of at least one School Board member and composed of at least two administrators designated by the Superintendent shall be authorized to open and record bids pursuant to law for further study and recommendation to the full Board.

All contracts which require public advertising and competitive bidding shall be awarded by the Board. Recommendations for the award of all such contracts shall be submitted to the Board by the Superintendent or his designee.

The purchasing agent (designated as such in Board Policy F150) shall develop and maintain lists of potential bidders for the various types of supplies. The list shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier, upon request, may be included in the list.

Quoting:

In accordance with Indiana Code 5-22-8-3, if the purchasing agent expects the purchase to be:

1. at least fifty thousand dollars (\$50,000); and
2. not more than one hundred fifty thousand dollars (\$150,000),

The purchasing agent may purchase supplies by inviting quotes from at least three (3) persons known to deal in the lines or classes of supplies to be purchased. The purchasing agent shall mail an invitation to quote to the three (3) persons at least seven (7) days before the time fixed for receiving quotes. The purchasing agent (1) shall award a contract to the lowest responsible and responsive offer for each line or class of supplies required for which a satisfactory quote is received; (2) may reject all quotes; (3) or may make a special purchase if after having solicited quotes no responsive offer is received.

Small Purchases:

In accordance with Indiana Code 5-22-8-2, if a purchase is expected by the purchasing agent to be less than fifty thousand dollars (\$50,000), the purchasing agent is authorized to purchase supplies using any procedure the purchasing agent considers appropriate.

Only with the majority approval of the Board, after full disclosure of any such interest and to the extent permitted by law, shall any Board member, officer or employee of the local school district or their families be involved financially in any contract entered into by the Board. This also shall preclude acceptance of any gratuities, financial or otherwise by the above persons, from any supplier of materials or services to the district.

When a low bidder proposes an alternate as "an equal" to that specified, it is the responsibility of the purchasing agent to determine whether the proposed substitution is, in fact, an equal. Such decision shall be based on his evaluation and that of the requisitioner.

I.C. 5-22-7

I.C. 5-22-8

MSD of Wayne Township, Marion County, Indiana

Adopted: Original Policy

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