

The following procedures are implemented pursuant to the Superintendent's authority outlined in Policy 9120 in order to facilitate an efficient and cost-effective procurement of construction and repair services.

I. INFORMAL BIDS (\$30,000 TO \$500,000)

A. Projects between \$30,000 and \$90,000

Construction and repair projects from \$30,000 and \$90,000 may be bid informally by either the Facilities or Maintenance Departments. When seeking bids for projects within this range, the following procedures will be followed:

1. The Department must attempt to solicit bids from at three companies. A minimum of two must be secured and the award will be given to the lowest, responsible bidder unless otherwise allowed by law.
2. In the event only one bid is received, the decision to award the bid to the sole bidder or to bid the purchase again will be determined by the District's Purchasing Officer.
3. Each request for bid must include sufficient specifications to allow the vendor to provide an accurate bid as well as a date and time that all bids must be received.
4. Bids may be received in writing, over the phone or electronically, including through e-mail, or through reverse auction. Departments may utilize competitive sealed bids as well. Bids received over the phone must be recorded in writing.
5. A bid tabulation sheet for each bid will be maintained by the department soliciting the bid.

B. Projects between \$90,000 and \$500,000

Bids for construction and repair projects between \$90,000 and \$500,000 may be solicited in the same manner as described in Section A, however, the solicitation of bids will be performed by the Purchasing Division.

C. Requirements for Projects less than \$30,000

For projects estimated to be less than \$30,000, district personnel will attempt to solicit at least two bids and maintain a record of all the bids received. Awards should be made under conditions that foster competition among potential bidders after considering price, quality, timeliness of delivery, and performance.

Adopted: May 7, 2020