

Policy DJED: Bids and Quotations**Douglas County School System**

Original Adopted Date: 08/03/1981 | Last Revised Date: 07/08/2019

Status: ADOPTED

All contracts for, and purchases of supplies, materials, equipment, and contractual services for the Douglas County School System shall be made on the basis of quality, price, and service. Acquisition of all goods and services shall be subject to the following limits, except when a clear emergency exists or a particular item may be obtained from only one known supply source. Proper documentation shall be maintained regarding all such exceptions. Purchases must not be divided into smaller units in order to circumvent this policy.

1. All requests to purchase technology equipment and software, regardless of the funding source, or to receive donated new or used technology equipment and software, shall be submitted to the Technology Department for advance approval.
2. All purchases for goods and services with a total estimated value of less than \$5,000 shall be made with effort to provide the least expense to the Board. Purchases shall be based on one or more oral quotations, when possible, to determine best price.
3. All purchases for goods and services with a total estimated value of at least \$5,000, but less than \$10,000, shall be made on the basis of at least three verbal quotations.
4. All purchases for goods and services with a total estimated value of at least \$10,000, but less than \$50,000 shall be made on the basis of at least three written quotes.
5. All purchases for goods and services of \$50,000 or more shall be awarded after public advertisement for bid by electronic means on an Internet website of Douglas County School System. These shall be awarded through a written competitive sealed bid process and with the approval of the Superintendent, Chief Financial Officer, and, if not previously included in the approved Douglas County School System budget, the Douglas County Board of Education.

The following purchases may be made without regard to the bidding requirements upon approval by the Superintendent or designee(s):

1. Textbooks, films, slides, video tapes, newspapers, library books, reference materials or other instructional media from the publisher, distributor, or agent.
2. Tests and test scoring services of a standardized examination from the publisher or licensed agent.
3. Membership in various educational or related organizations, agencies or services providing direct benefits to the System.
4. Agreements for maintenance service from the original vendor or authorized agent of the installed equipment or products if the same cannot be competitively bid.
5. Continuance of an existing purchase agreement, bid, request for proposal, time and material contract, rent, lease or purchase order duly authorized by the Board or its Agent.
6. Additional purchases of like equipment, materials, supplies, services, rentals or leases previously approved may be made provided the additional order is at the same or lower price, and at the same terms and conditions. Contractual provisions can be made to provide an inflation/deflation mechanism for price adjustments based on the Consumer Price Index or Producer Price Index for commodities or services.
7. Perishable items for use in the School Lunch Program may be purchased utilizing quotations obtained by the School Food Service Director or designated purchasing agent.
8. Fuel for System vehicles may be purchased utilizing weekly phone quotations obtained by the Director of Transportation or designated purchasing agent.
9. Items from an existing contract or bid from another local, state or federal governmental agency if in the best interest of the school system. Proper documentation must be maintained regarding such exception.
10. Instructional, vehicle, equipment, and facility emergency needs, which if not accomplished immediately, (a) would result in health/safety hazards to students and/or school employees, (b) would

result in additional damage, and/or (c) would cause interruption of the instructional program. Proper documentation must be maintained regarding such exceptions.

11. Products and services, which are available from only one vendor, are excluded from the bid requirements provided a reasonable and diligent search has been made for other possible supplies or other appropriate information has been obtained to document the matter.

All purchases must be approved subject to the following limits:

1. All purchases for the school must be approved by the Principal.
2. All purchases for central office departments, regardless of cost, must be approved by the Director and Assistant Superintendent/Chief Officer responsible for that department.
3. All purchases of \$5,000 or more must be approved by the Chief Financial Officer.
4. All purchases of \$10,000 or more must be approved by the Superintendent.
5. All purchases of \$50,000 or more must be approved by the Douglas County Board of Education, if not previously included in the approved Douglas County School System budget.

When bidding procedures are used, bids shall be advertised appropriately. All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid closing. Sealed bids designate a specific due date and time. After the bids are evaluated, a contract is issued to the lowest responsible, responsive bidder meeting all specifications. It should be noted that the contract award would not be to the bidder with the lowest cost if the Board determines that the low cost bidder cannot clearly perform the contract requirements or otherwise is not in the best interest of the school system.

If, after bids are opened, the low bidder claims an appreciable error in the preparation of the bid and can support such claim with evidence satisfactory to the Douglas County School System, the low bidder shall be permitted to withdraw the bid, the bid shall be returned, and the bidder may be disqualified from future bidding on the project in the event additional bids are requested.

Action on the remaining bids shall be considered as though the withdrawn bid had not been received. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

The Office of Business Services shall develop specifications setting forth a description of the goods or services to be purchased and the proposed terms and conditions of the purchase. The Office of Business Services and/or the Board reserve the right to request vendors to supply samples of products being purchased.

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 system. The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid received after the time and date specified shall not be considered.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference	Description
O.C.G.A 20-02-0168	Distribution of federal funds; minimum school year; summer school programs; year-round operation
O.C.G.A 20-02-0260	Capital outlay funds generally
O.C.G.A 36-80-0027	Advertisement of bid or proposal opportunities in Georgia Procurement Registry
O.C.G.A 45-10-0001	Code of Ethics for Government Service
O.C.G.A 13-10-0001	Bid bonds
O.C.G.A 13-10-0003	Determining Georgia residency for businesses; preferences; adherence to policies and procedures of State Construction Manual
O.C.G.A 13-10-0004	Limitation on disqualification of bidders upon lack of previous experience

O.C.G.A 13-10-0090	Security and Immigration Compliance: Definitions
O.C.G.A 20-02-0016	Acceptance and allotment of federal aid and other funds for school construction
O.C.G.A 20-02-0500	Contracts to give preference to in-state producers; purchases over \$100,000; vendor preferences
O.C.G.A 20-02-0520	Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools; bidding for construction projects in excess of \$100,000
O.C.G.A 36-91-0001	Georgia Local Government Public Works Construction Law - short title
O.C.G.A 36-91-0002	Definitions
O.C.G.A 36-91-0020	Written contract required; advertising; competitive sealed bidding; timing of addendums; prequalification
O.C.G.A 36-91-0021	Competitive award requirements
O.C.G.A 36-91-0022	Exceptions; use of inmate labor; emergency situations
O.C.G.A 36-91-0023	Disqualification of otherwise qualified bidder from bid or proposal or prequalification based upon lack of previous experience with job prohibited
O.C.G.A 36-91-0050	Projects requiring bid bonds; revocation of bids; surety
O.C.G.A 36-91-0051	Cash in lieu of bid bonds; letters of credit
Rule 160-5-4-.18	Bidding Requirements for State-Funded School Capital Outlay Projects
Rule 160-5-4-.22	Guaranteed Energy Savings Performance Contracts for Public School Facilities
Federal Reference	Description
02 CFR 200.318	General procurement standards
07 CFR 210.21	Procurement-School Nutrition