

PURCHASING, BIDS AND QUOTATIONS

Date of Adoption: December 15, 1983

Introduction

Boards of Education are subject to the provisions of State Law governing purchase procedures. The basic scheme envisioned by the Public School Contracts Laws is a system of competitive bidding with certain authorized exemptions.

It shall be the policy of the Board that the administration shall be authorized to make expenditures up to the amount budgeted as qualified below.

Competitive Bids

Competitive bids with public advertising are required for purchases in accordance with the threshold amount determined every two years by the Governor in consultation with the Department of the Treasury and shall be made or awarded only by the Board of Education at a public meeting.

Exceptions

Purchases, contracts or agreements for the following items may be made, negotiated or awarded by the Board of Education by resolution at a public meeting without public advertising for bids:

- a. Professional services
- b. Extraordinary, unspecifiable services
- c. The performance of any work by employees of the Board of Education
- d. The printing of all legal notices and briefs
- e. Textbooks, copyrighted materials, kindergarten supplies and student produced publications
- f. Food supplies
- g. Election expenses
- h. Public utilities
- i. Printing of bonds and documents
- j. Equipment repair service if in the nature of extraordinary, unspecifiable service
- k. The publication of legal notices
- l. The acquisition of artifacts or other items of unique, intrinsic, artistic or historic character
- m. Contracts with the Federal Government, State of New Jersey, Counties or Municipalities, of certain instrumentalities thereof, other State and their sub-division
- n. Insurance

Quotations

Any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which does not exceed the threshold amount identified under Competitive Bids above may be made, negotiated or awarded by the Assistant Superintendent for Business. Contracts or agreements which do not require public advertising for bids must have quotations solicited as to cost or price when the cost of \$500 or more, whenever practicable.

Bidding Procedures

a. Advertising

Advertisements for bids shall be published in a legal newspaper sufficiently in advance of the date fixed for receiving bids. However, in no event shall the advertisements be published less than ten days prior to the date fixed for the receipt of bids.

b. Receipt of Bids

Bids may not be received after the time designated in the advertisement. All bids are required to be submitted in properly labeled, sealed envelopes to be returned to the designated office at the designated time.

c. Award of Contract

All contracts shall be awarded or rejected within such time as specified in the invitation to bid. However, in no case shall the award or rejection of any contract be more than sixty days, unless, at the request of the Board of Education, bidders give their consent to have their bids held for consideration for a longer period as may be agreed to by the parties involved.

Scotch Plains-Fanwood Public Schools

Legal Reference:

NJSA 18A:18A-1 et. seq.

Supersedes Policy DJE dated March 19, 1982.