

Revision

Policy

Descriptor Code: DJED

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## Bids and Quotations

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All contracts for and purchases of capital personal property, equipment, fixtures and contractual services, other than for professional services that may be approved by the Superintendent or designee, in the amount of \$5,000 or more shall be based, when possible, on at least three (3) or more competitive bids or quotes. All purchases less than \$5,000 in amount may be made in the open market, but shall when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be consummated after careful pricing.

In addition to price, the school system may consider performance of the vendor with the School District, performance of the vendor with other customers, the convenience of the vendor to the District, including whether the vendor is a local business, other benefits offered by the vendor or any other factor which may make the acceptance of a particular proposal from a particular vendor in the best interest of the School District.

When bidding procedures are used, bids shall be advertised appropriately. Qualified known suppliers will receive specifications and be requested to submit bids. Others that request specifications will be given the opportunity to submit a bid.

All bids must be submitted in sealed envelopes, addressed as required in the bid specifications and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons may be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

Add this statement: No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a federal award if

he or she has a real or apparent conflict of interest.

Original Adopted

Date: 12/14/1987

Last Revised: 11/15/2011

Jasper County Board of Education

**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.

**Note:** *The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example enter 20-02-0211 in the search window and the Georgia Code will appear.*

<b>State Reference</b>	<b>Description</b>
O.C.G.A 13-10-0001	<u>Bid bonds</u>
O.C.G.A 13-10-0003	<u>Determining Georgia residency for businesses; preferences; adherence to policies and procedures of State Construction Manual</u>
O.C.G.A 13-10-0004	<u>Limitation on disqualification of bidders upon lack of previous experience</u>
O.C.G.A 13-10-0090	<u>Security and Immigration Compliance: Definitions</u>
O.C.G.A 20-02-0016	<u>Acceptance and allotment of federal aid and other funds for school construction</u>
O.C.G.A 20-02-0168	<u>Distribution of federal funds; summer school programs; year-round operation</u>
O.C.G.A 20-02-0260	<u>Capital outlay funds, generally</u>
O.C.G.A 20-02-0500	<u>Contracts to give preference to in-state producers; purchases over \$100,000; vendor preferences</u>
O.C.G.A 20-02-0520	<u>Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools; bidding for construction projects in excess of \$100,000</u>
O.C.G.A 36-91-0001	<u>Georgia Local Government Public Works Construction Law - short title</u>
O.C.G.A 36-91-0002	<u>Definitions</u>
O.C.G.A 36-91-0020	<u>Written contract required; advertising; competitive sealed bidding; timing of addendums; prequalification</u>
O.C.G.A 36-91-0021	<u>Competitive award requirements</u>
O.C.G.A 36-91-0022	<u>Exceptions; use of inmate labor; emergency situations</u>
O.C.G.A 36-91-0023	<u>Disqualification of otherwise qualified bidder from bid or proposal or prequalification based upon lack of previous experience with job prohibited</u>
O.C.G.A 36-91-0050	<u>Projects requiring bid bonds; revocation of bids; surety</u>
O.C.G.A 36-91-0051	<u>Cash in lieu of bid bonds; letters of credit</u>
O.C.G.A 45-10-0001	<u>Code of Ethics for Government Service</u>
Rule 160-5-4-.18	<u>Bidding Requirements for State-Funded School Capital Outlay Projects</u>

Rule 160-5-4-.22

**Federal Reference**

02 CFR 200.318

Guaranteed Energy Savings Performance Contracts for  
Public School Facilities

**Description**

General procurement standards