

BIDS AND QUOTATIONS

In purchasing commodities, printing, furniture and equipment, supplies and materials, and services for public works and public buildings, contracts for public construction and other acquisitions, the board prescribes that economy and quality shall be the guide. No discrimination is to be made between the various vendors and minority vendors will be encouraged to participate in the bidding process. Commissions or gratuities for any such purchases to any employee of the district shall be grounds for immediate dismissal. Professional services are not subject to the competitive bid state laws.

Each "notice to bidders" shall contain the following language:

1. the school board reserves the right to reject any and all bids.
2. the school board reserves the right to waive any irregularities.

"Competitive" shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution.

All purchases shall be made in accord with the provisions of the state purchasing laws as well as other applicable federal, state, and local statutes.

The board designates the superintendent of schools or the designee as purchasing agent as defined in such statutes to have all powers and discretion conferred by law upon the purchasing agent. Pursuant to Section 37-39-15, the board designates the purchasing agent as authorized agent to place orders for the purchase of supplies and materials from time to time during the period covered by any contract, as such supplies and materials are needed. The board designates the superintendent of schools to determine if an emergency exists in regard to the purchase thereof by competitive bidding shall not apply subject to the requirements of law regarding presentation to the board of documentation of the emergency purchase or repair contract.

The administration is authorized to receive and tabulate all bids prior to the regularly scheduled board meetings and to present to the board a listing of recommended low and/or best bids for the board's consideration. Contracts shall be let to the lowest and best bidder and so recorded in the official board minutes.

All contracts shall be awarded to the lowest responsible bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract. If it is the recommendation that a bid be accepted, other than the lowest bid actually submitted, a reason for the low bid and the bid recommended for acceptance, shall be placed in the minutes of the board meeting. A detailed record of all "bid item

rejection” incidents must be maintained and included in the annual audit report by the state auditor.

It is in the intent of the board to adhere strictly to the formal bid process, as relates to what items must be formally bid, the formulation of open and fair product specification, the advertising or public notification of the soliciting of bid quotations procedure as mandated by the law, and the awarding of bids on a fair basis consistent with prevailing laws.

Reasonable efforts are to be exerted to secure multiple bids on all items and the board considers it highly desirable to receive a minimum of three bids.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Miss. Code Ann. §§ 31-7-1, 31-7-13, 31-7-203, 37-39-15

DATE: March 16, 1981

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