

BID SPECIFICATIONS

Section I:

The board believes that it is the responsibility of the originator of a request to see that each item on a requisition is complete as to specifications. In many cases, the desired specifications will be on file with the purchasing department for ready reference. In other instances, a committee shall be established to develop standard specifications.

All specifications shall be open, and offer an equal opportunity to all bidders offering bid quotations. Proprietary specifications shall not be allowed without prior board approval, before bid specifications are published.

It is the intent of the board to publicly advertise and competitively bid all items and services for which it is deemed to be in the best interest of the school district to do so, and to pay a price which is greater than the prevailing state contract price for any items on state contract. Reasonable efforts are to be exerted to secure multiple bids with a desirable minimum of three bids. When less than three bids are received on major procurements, specifications are to be reviewed to determine if the bid should be rejected and specifications revised to secure additional bids.

The board approves two types of bid quotations- the formal bid and the informal bid documents. Purchases of more than \$5,000.00, as prescribed by law, may be made only after advertising for competitive sealed bids once each week for two consecutive weeks in a local newspaper. The bid opening shall not be less than seven working days after the last published notice. Before an advertisement may be published in the newspaper advertising publicly the board's intent to solicit formal bid must be on file in the purchasing department and receipted by the board secretary. All formal bids must be approved by the board prior to the issuance of any purchase order or contract.

Purchases of not more than \$5,000.00 may be made by obtaining two or more prices in writing from vendors offering products or services of a similar nature. "In writing" may mean on vendor letterhead stationary and signed, or on the district's approval informal bid document. The advertising requirements are waived when utilizing the informal bid process.

Section II:

As outlined in the state purchasing statutes and as per the direction of the state auditor's office, the following procedure shall apply relative to the receipt of

requisitions for the purchase of commodities and services in the purchasing office and the determination as to the manner in which all such items and services are to be purchased (i.e., competitively bid or purchased on the open market).

All requisitions for commodities and services which are received in the purchasing department on a daily basis from all instructional centers and administrative offices, for programs in progress at any center or office, shall be carefully reviewed to ascertain if the amount of any single requisition is in excess of \$500.00. If the total requisition amount exceeds \$500.00, including freight and installation if applicable, the purchase of the items contained on that requisition shall be competitively bid as defined by the state purchasing statutes. If each requisition total is less than \$500.00, and all pricing submitted is deemed to represent fair market value for the items being purchased or the services rendered, a purchase order may be issued encumbering the requisition, for all items contained on the requisition, without implementing the bid process.

However, the purchasing department may at its discretion solicit competitive bid pricing for items contained on a single requisition which totals less than \$500.00, if it is deemed by purchasing that bidding the items will result in better pricing received than that indicated on the requisition as submitted. Likewise, the purchasing department may at its discretion elect to group requisitions received on the same day and solicit competitive pricing if it is felt that it would be advantageous economically to Jackson Public School District to do so.

Bulk purchases, such as those transacted in response to the many requisitions received in the Spring of each year during the major purchasing period for supplies needed to begin the forthcoming school year, shall be competitively bid in order to realize applicable quantity discounts. Likewise, the purchase of all capital outlay (furniture and equipment) items shall be competitively bid.

Hence, a "purchase" shall be defined as "the total amount of money encumbered by a single purchase order."

NOTE: Multiple requisitions may not be submitted by any party, school, or department in smaller amounts than the total overall amount which is known at a given time, in an attempt to "break-up" the total amount of the purchase into requisitions which are less than \$500.00 in an attempt to circumvent the above defined policy and purchasing laws. In other words, it shall not be permitted to submit a requisition to purchasing one day totaling \$490.00 and other requisitions on successive days in like amounts less than \$500.00 simply to keep the total known amount of the need below \$500.00 to escape the bid procedure. If it is known at the time of purchase that the total transaction amount exceeds \$500.00, all such items shall be competitively bid in compliance with the law; no exceptions. Individuals who attempt to circumvent the law in this manner or any group of individuals, who conspire to do so, shall be reported immediately to the

District's Internal Auditor and shall suffer the penalties thereafter as defined by law.

SOURCE: Jackson Public School District, Jackson, Mississippi
LEGAL REF: Section 31-7-1, 31-7-13 through 31-7-19; Mississippi Code of 1972
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