Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	Bids and Quotations	2.806	12/17/15
		Rescinds: 2.806	Issued: 02/16/23

General

All purchases of supplies, materials, equipment, and contractual services fifty-thousand dollars ($50,000.00) or more, including those of individual schools, shall be based on competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation within the school system. However, said newspaper advertisement may be waived by the purchasing a gent in an emergency. Where appropriate, the purchasing agent may satisfy these advertising and bid requirements by use of a comprehensive list of vendors seeking to provide supplies, furniture, fixtures, and every other kind of material to the school system on a unit cost basis or otherwise; provided, however, that the purchasing agent must advertise periodically for prospective vendors in a newspaper of general circulation and update the list of vendors following each advertisement.[1]

All purchases of less than $50,000.00, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids. The Board of Education recognizes responsibility to account for public funds, and additionally recognizes responsibility of State law to secure three (3) competitive bids on purchases less than $50,000.00, whenever possible; however, given the volume of transactions, it is not possible or good stewardship of employees time to require three (3) competitive bids of less than $10,000.00. The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid, which does not conform to specifications or received after the time and date specified shall not be considered. The bidder to whom the award is made may be required to enter into a written contract.

The Performance and Payment Bond for the Maintenance Department construction projects will be $100,000.00.

Contracts for legal services, educational consultants, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.[2]

Legal References:

1. TCA 12-3-1212(a)(c)(d); TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B); TCA 49-2-206(b)(2)
2. TCA 12-4-106

Cross Reference: