

Non-salaried Expenditures**BIDDING PROCESS--COMPETITIVE BIDDING REQUIREMENTS****I. Formal Bids**

“Formal Bid” means a written solicitation for competitive sealed bids. The invitation to bid is used when the agency is capable of specifically defining the scope of work for which a contractual service is required or when the agency is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is electronically posted.

The major consideration given to bid evaluations is lowest price meeting specifications.

When the determination is made that a bid is appropriate, the performance specifications and standards requirements shall be spelled out in detail and shall be furnished to Procurement Management. After review, Procurement Management shall issue the invitation for bids, including all general and special conditions, and evaluate the bids submitted. The requirements for solicitation and review of bids by the Procurement Contract Review Committee (PCRC) shall be followed in all cases. Board approval shall be sought when the contract is recommended for award.

For each purchase of more than \$25,000, bids shall be requested from three or more sources. Notices of bids shall be sent to all vendors on the active vendor mailing list for that category of goods or services. This list shall include all minority/women vendors identified with the School Board for that particular category of goods or services, as well as organizations involved in assisting M/WBE firms by posting and disseminating information regarding available contracts. Notices of bids shall be advertised in one or more major, local newspapers at least seven days prior to the bid opening date. This shall include, as necessary, major newspapers having circulation representative of the various relevant minority classifications. Tabulations of current bids shall be retained in bid files and shall be available for reference. Standard bid forms used shall be as approved by the Superintendent of Schools and the Board Attorney.

II. Written, Telephone, or Electronic Quotations

For each purchase of \$25,000 or less and over the minimum quotation threshold established by Procurement Management, staff shall obtain written, telephone, or electronic quotations from three or more sources. If possible, vendors contacted shall be rotated and shall include M/WBE vendor participation. If only one of those sources respond with prices, two additional sources, if available, may be contacted for pricing, including, if possible, an M/WBE vendor. If no additional prices are obtained from those sources, the award shall be made to the lowest and best price quotation. If all three of the vendors first contacted for prices respond with valid price quotations, the

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award shall be made to the lowest price quotation meeting specifications with no additional requests from other vendors required.

Quotations obtained shall be attached to the purchase order by written notations or electronic reference indicating prices and sources thereof, and certification of same by signature, electronic signature, or facsimile. The requisition shall be approved for purchase as authorized by the Superintendent of Schools.

- III. Schools making internal fund purchases will adhere to policies as outlined in School Board Rule 6Gx13- 3D-1.021, Internal Fund/School Activities - Specific Procedures.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted or Made Specific: 287.057 F.S.; 6A-1.012 FAC

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 9-21-83; 8-19-87; 12-6-89; 1-9-91; 9-8-93; 8-20-03; 5-18-05

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