

Purchasing Procedures/Bidding Process

PURCHASES NOT SUBJECT TO BID REQUIREMENTS

Purchases of like items that total less than \$40,000 during the school year (\$7,500 for construction-related items) are not required to be bid. However, good business practice dictates that bids should be received on services and/or supplies and equipment when an appreciable savings may result, even though the total dollar value may be under the amounts requiring bids. Small purchases costing less than the bid limits shall be secured through the use of established federal or state price contracts, formal, advertised bids, informal, sealed bids, letter quotations, written, negotiated pricing, or bid lists from various educational cooperatives.

Small purchases shall be made only by the Board, Superintendent, or designee under the following conditions:

1. Delegations of authority to make small purchases shall be in writing and shall state the conditions and qualifications of the delegation, if any, and shall be retained in either the official contract file, Board minutes, or both;
2. Persons exercising authority to make small purchases shall familiarize themselves with the provisions of law, particularly all provisions dealing with small purchases, conflicts of interest, prohibition of gratuities and kickbacks, and use of confidential information.
3. Small purchases shall be made on the basis of the best available price for the goods, supplies or services purchased, taking into consideration the cost, quality, serviceability, availability, and reputation of the goods, supplies or services; and/or

Small purchases may be made on an open account or a charge account.

PROFESSIONAL SERVICES

Quotations and/or proposals may be secured for the services of licensed professionals such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; technicians such as plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician; printers for special projects. This provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services.

Noncompetitive negotiations for services of licensed professionals shall occur only when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.

INSURANCE

Fleet, property, liability, surety bonds, unemployment compensation, workers' compensation, and student insurance may be bid or negotiated, as feasible.

Purchasing Procedures/Bidding Process**PURCHASES SUBJECT TO BID REQUIREMENTS****BIDDING PROCESS**

The following procedures shall apply for purchases of “like” items that will exceed \$40,000 in a twelve (12)-month period and for construction related purchases of no more than \$7,500 made under [KRS 162.070](#).

1. Bid notices shall be advertised in the local newspaper not more than twenty-one (21) days nor less than seven (7) days before bids are due;
2. Bid notices shall describe what the materials, goods or services are to be bid and the time and place for the receipt and opening of bids;
3. As directed by Kentucky Administrative Regulation, invitations for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.
4. Bid notices shall be forwarded by mail to all local vendors or as requested. Failure of a vendor to respond to a bid notice may result in that vendor’s name being deleted from the bid list. Return of the notice with no bid submitted shall be considered a response;
5. Bids specifications and forms shall be available at the Central Office. Special conditions of bidding are to be given with the specifications and bid forms;
6. All bids shall be submitted in writing, typewritten, or printed in ink so as to be legible and sealed;
7. All bids shall be opened and read publicly at the time and place designated for the bid opening;
8. No bids shall be changed after they are opened;
9. Bids received after the specified bid opening time shall be returned to the bidder unopened;
10. Bids shall be presented to the Board at the next regular meeting or a special meeting of the Board may be called to consider the bids;
11. If the lowest bid is not accepted, the Board shall record in the minutes the reason(s) for its rejection;
12. Pursuant to the records retention laws, all bids and related information shall be kept on file and available for review, except for information exempted pursuant to [KRS 61.878](#), per records retention schedule;
13. Bids shall be tabulated and all bidders shall receive a copy of the tabulation, which shall include a list of all bidders together with their bid amounts, and be informed in writing as to the awarding of the bid; and
14. The Board shall reserve the right to accept or reject any and all bids. Bids that do not conform to requirements of state administrative regulation or with bid specifications shall be rejected as being nonresponsive. Contracts awarded in noncompliance with state administrative regulation shall be void.

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BIDDING PROCESS (CONTINUED)

When an emergency exists that prevents the District from following the above process, the Superintendent/designee shall duly certify and file a copy of the certificate with the Chief State School Officer.

EXCEPTION FOR PURCHASING MADE OUTSIDE CONTRACTS

Provided the District's finance officer gives prior certification and the purchase meets the same contract specifications, is offered at a lower price, and does not exceed \$2,500, the District/schools may purchase supplies and equipment outside established bid or price contract agreements.

RELATED PROCEDURE:

04.33 AP.21

Review/Revised:6/1/2023