

# MANCHESTER CITY SCHOOLS

## Policy Manual

**Descriptor Code:** 2.806 Bids and Quotations  
**Issued Date:** 03/14/11  
**Rescinds:** 2.806 Bids and Quotations  
**Rescind Date:** 09/11/06  
**Review Month:** September/October

Effective July 1, 2006, all purchases of supplies, materials, equipment, and contractual services in excess of ten thousand (\$10,000)<sup>1</sup>, including those of individual schools, shall be based on competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation in the district. However, said newspaper advertisement may be waived by the purchasing agent in an emergency.<sup>1</sup> The purchasing agent shall advertise for bids and receive quotations.<sup>2</sup>

Technology equipment may be purchased by soliciting bids from a comprehensive vendor list. All vendors on the comprehensive vendor list shall be given the opportunity to submit a bid. The comprehensive vendor list will be updated annually. Part of the update procedure will consist of an advertisement in a newspaper of general circulation in the county requesting vendor participation on the comprehensive list. No vendor will be removed from the list unless requested in writing by the vendor. The comprehensive list shall be updated annually following the newspaper notice.<sup>1</sup>

Effective July 1, 2006, all purchases of ten thousand dollars (\$10,000) or less<sup>3</sup>, 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 lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids or any parts 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 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 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.

### EXEMPTIONS FROM COMPETITIVE BIDDING

Contracts for legal services, educational consultants, insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties<sup>4</sup> 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.<sup>5</sup>

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#### Legal References:

1. [TCA 49-2-203\(a\)\(3\)A](#)
2. [TCA 49-2-206\(b\)\(2\)](#)
3. [TCA 49-2-203\(a\)\(3\)\(B\)](#)
4. [TCA 29-20-407](#)
5. [TCA 12-4-106](#)

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#### Cross References

[1.303 Consultants](#)