

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p><b><i>BIDS AND PURCHASES – COMPETITIVE</i></b></p>	<p>Reviewed: 11/25/08</p>	<p>Policy No. 3-501</p>

Competitive bidding will be practiced by securing oral and/or written quotations from vendors and by making awards to the lowest *qualified* responsible bidder meeting specifications.

In addition to being the lowest qualified responsible bidder, awards shall consider and comply with the requirements under the City of Danbury Code 2-145b1-10 “Competitive Purchasing” (attached).

No contract for work or labor (except for professional services) or for the purchase of furniture, fixtures or other property (except books registered under the copyright laws) or for the construction or repair of schools, the estimated cost or value of which exceeds \$5,000, will be made without first advertising for bids or proposals, giving at least five (5) days public notice, by publication at least once in a newspaper having circulation in the City of Danbury. Such notice will state the time and place of receiving bids and contain a brief description of the subject matter.

If the amount of the contract is estimated to exceed \$2,500 but not \$5,000, the contract may be made either upon sealed bids or through direct negotiations by soliciting three or more quotations for the purchase, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained will be kept on file for at least one year after receipt.

If the amount of the contract is estimated to be less than \$2,500, the contract may be made upon quotations or in the open market at the discretion of the Director of Finance and Support Services. Insofar as practicable, such purchases will be based on at least two quotations. These will be kept on file for at least one year after receipt.

Professional services such as those provided by consultants, attorneys, accountants, doctors, architects, will be approved upon a review of credentials by the Superintendent and/or Board, as appropriate.

Recognizing that the schools are supported by tax moneys paid by individuals and businesses of the local community, purchases will be made locally whenever and wherever possible. With the primary consideration being value for money spent, local suppliers and contractors will be given preference only as other conditions are equal.

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<p>Cooperative purchasing with other school districts, municipalities, or other type organizations will be encouraged where practical.</p> <p>State contracts will be utilized when possible. Purchases under this type arrangement will be exempt from bidding process where required.</p> <p>Standardization of equipment and products will be a consideration and it is recognized that sole source purchasing may occur subsequent to the appropriate bidding practices.</p> <p>All purchases will be made through the use of purchase order following procedures developed by the Superintendent or his/her designee.</p> <p>The Director of Finance and Support Services shall be responsible for consolidating requirements, maintain bidders lists, determining the responsibility of bidders and any other requisites to a sound purchasing policy.</p> <p>Sealed bids shall be carefully safeguarded by the Superintendent or his/her designee. Opening of said bids will occur in the presence of at least one representative of the Superintendent of Schools, read aloud, recorded on a bid sheet, and be available for public review.</p> <p>Bids may be rejected if it is determined that the number of bids is inadequate, if all bids are uniform in price and all other conditions and/or if the price submitted by the lowest responsible bidder is considered too high.</p> <p>The Board or its agents reserve the right to accept or reject any or all bids and further reserve the right to waive any bid conditions or formalities when it appears to be in its best interest to do so.</p> <p>Attachment: City of Danbury Code 2-145 b 1-10</p>		