

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:
Annually,
in January**

Bids and Quotations

2.806

04/01/19

Rescinds:

Issued:

2.806

04/24/01

LIMITS

1. All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars (\$10,000), including those of individual schools, shall be based on competitive bids. These are to be sealed bids and shall be solicited by advertisement in a newspaper of general circulation in the county and approved by the Board. However, said newspaper advertisement may be waived by the purchasing agent in an emergency.¹
2. All purchases of supplies, materials, equipment, and contractual services of ten thousand dollars (\$10,000) or less, but more than five hundred dollars (\$500), may be made in the open market without newspaper advertisement. These purchases shall, whenever possible, be based on at least three (3) competitive bids/quotes and are to be approved by the operating department head designated by the director of schools.
3. All purchases of supplies, materials, equipment, and contractual services of five hundred dollars (\$500) or less may be made at the discretion of the operating department head designated by the director of schools.
4. Purchases through funding from Read to Be Ready grants and other funding sources for reading books shall require three quotes only when multiple copies of one title is greater than \$500, however three quotes will not be required when multiple titles purchased from the same vendor is greater than \$500.

Any bid may be withdrawn prior to the scheduled time for the opening of bids.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.

Bids will be opened at the stated deadline by the director of schools, the operating department head who requested the bid, and an available Board member. After the reading of the bids, all bids shall be tabulated and presented at the next board meeting with a recommendation as to the best bid.

The Board reserves the right to use judgment factors in determining which bid shall be in its best interest. Such judgement by the board shall be final and binding upon all entities that submit a bid. The Board reserves the right to accept or reject any or all bids.

The bidder to whom the award is made may be required to enter into a written contract. Bids from a sole source vendor must be accompanied by a letter representing they are the sole source of the item being bid. 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.

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

Employees who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for the payment of the obligation, shall be subject to dismissal from employment and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure or expenditure made in violation of the law and this policy shall be illegal and void.

Legal References

1. TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B);
TCA 49-2-206(b)(2)
2. TCA 29-20-407

Cross References

- Consultants 1.303
- Purchasing 2.805
- Purchase Orders and Contracts 2.808