

# Hancock County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>04/09/15</b>
		Rescinds:	Issued:

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

6 All purchases of ten thousand dollars (\$10,000) or less, including those of individual schools, may be  
7 made in the open market without newspaper notice, but shall, whenever possible, be based on at least  
8 three (3) competitive bids.<sup>1</sup>

9 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
10 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by  
11 reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time  
12 for the opening of bids. Any bid received after the time and date specified shall not be considered.

13 The bidder to whom the award is made may be required to enter into a written contract.

14 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
15 or other purchasing procedures is strictly prohibited.

16 Contracts for legal services, educational consultants, and similar services by professional persons or  
17 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the  
18 basis of recognized competence and integrity.<sup>2,3</sup>

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## Legal References

1. TCA 49-2-203(a)(3)(A)(B); TCA 49-2-206(b)(2)
2. TCA 12-4-106
3. TCA 29-20-407