

6320 PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish supplies and equipment to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one fiscal year exceeds the bid threshold established by law. Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding.

Bid specifications will be prepared by the School Business Administrator/Board Secretary. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and readvertise. The School Business Administrator/Board Secretary is authorized to advertise for bids in accordance with law without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept in detail sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids may be opened publicly by the School Business Administrator/Board Secretary before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the responsible bidder who submits the lowest conforming bid, except that the Board may choose to reject all bids, to readvertise, or to purchase under a state contract. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened, and the vendor shall lose the right to bid. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he/she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he/she exercised reasonable care in the examination of the specifications and preparation of the bid. Any bidder who withdraws an opened bid shall forfeit any bid security deposited with the bid.

N.J.S.A. 18A:18A-1 et seq.
N.J.A.C. 6:20-7.1 et seq.; 6:20-8.1 et seq.; 6:21-15.1 et seq.



POLICY

BRADLEY BEACH BOARD OF EDUCATION

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Adopted: 17 October 2000

