

672.1

BIDDING REQUIREMENTS

For purchases of ~~\$5,000~~ 25,000 or more, the Agency shall solicit bids. Award shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the Agency, price and other factors considered as outlined in Policy 672.2. Invitations for bids shall clearly set forth all requirements which the bidder must fulfill in order for their bid to be evaluated by the Agency. Any or all bids may be rejected when it is in the Agency's interest to do so.

In utilizing the purchasing procedures established under this section, the Agency will be guided by state and federal statutes and regulations.

Negotiating procurement may be used for purchases of ~~\$5,000~~ 25,000 or more if it is impracticable and not feasible to formally bid the procurement. The file shall contain documentation of the reasons for utilizing negotiated procurement. Notwithstanding, the existence of circumstances justifying negotiation, competition should be obtained to the maximum extent practicable. In general, negotiated procurement may be used when:

- A. the public exigency will not permit the delay incident to bidding
- B. the material or service to be procured is available from only one person or firm (sole source of supply)
- C. no acceptable bids have been received after formally bidding

For purchases of less than ~~\$5,000~~ 25,000 in value, such purchase may be directly made by the CESA Administrator without letter or bid; provided, however, that the prices quoted are considered reasonable. The CESA Administrator is encouraged to receive, at minimum, oral quotations from at least two vendors whenever practicable.

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