

PURCHASING REQUIREMENTS

All purchases of a **supply or service** in amounts exceeding \$5,000 will be based upon competitive bidding.

Any purchase of supplies or equipment costing less than \$5,000 will require the best business judgment of the chief procurement officer. Supplies or equipment costing between \$5,000 and \$25,000 will require three (3) written bid quotes. Supplies or equipment costing more than \$25,000 will require a formal bid process.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The School Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the Granby Public Schools. The School Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of thirty (30) days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the Granby Public Schools.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B Section 4

Revised February 7, 2005

Adopted October 6, 2003

Granby Public Schools – 2003