

## **Bidding Procedures**

All contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$10,000.00 or more will be put to bid. Other purchases may be made in the open market but will, when possible, be based on competitive quotations or prices.

### **Competitive selection**

All contracts and all open market orders will be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the BOCES.

### **Pre-qualification**

With regard to materials or services for which bids are required, the executive director or designee will develop a procedure to pre-qualify bidders. Suppliers will be invited to have their names placed on mailing lists to receive information about pre-qualifying. When specifications are prepared, they will be mailed to all merchants and firms who have pre-qualified. Only pre-qualified bidders may submit bids.

### **Response receipt and opening**

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the bid number and the time of the bid opening. Bids will be opened in public by appropriate BOCES officials or employees at the time specified, and all bidders will be invited to be present.

### **Awarding a bid**

The bidder to whom an award is made will be required to submit to the BOCES proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the BOCES.

Adopted January 13, 2021