

Bidding

All purchase contracts in excess of \$20,000 and all public works contracts in excess of \$35,000 shall be advertised, bid on and awarded to the lowest responsible bidder complying with the specifications, general conditions and other stipulated bidding conditions, in accordance with Section 103 of the General Municipal Law.

Bid specifications shall be prepared under the supervision of the Purchasing Agent. He/she may prepare bids in the alternative and is authorized to advertise for bids in accordance with statutory procedures without prior Board approval. Each such specification shall, however, indicate the Board's right to reject all bids and to readvertise, and to accept reasonable equivalents (unless the Board has properly adopted a resolution to standardize upon a certain product consistent with educational goals).

The Purchasing Agent or Clerk of the Board is authorized to open bids publicly before one or more witnesses at a time and place designated by him or her and to record bids. The Board has the sole authority to award or reject bids by resolution. The Board may also choose to readvertise or to purchase under a State or County contract.

With respect to contracts for the purchase of apparel and sports equipment the Board may determine that a bidder is not a responsible bidder based upon one or both of the following considerations:

- the labor standards applicable to the manufacture of the apparel or sports equipment including but not limited to employee compensation, working conditions, employee rights to form unions and the use of child labor;
- the bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

An exception to this policy shall exist in cases of emergencies such as those recognized pursuant to Section 103(4) of the General Municipal Law. Under emergency conditions, the Board President, Superintendent of Schools, Assistant Superintendent for Business and an appropriate Board Member may authorize expenditures beyond the bidding limits set forth in Section 103 of the General Municipal Law. For purposes of this policy, an emergency is defined as an accident or unforeseen occurrence or condition which may affect the life, health or safety of children or staff of the District, or the property of the School District. In all other emergency cases, personnel shall be required to exercise their best judgment to secure the materials and/or services which are necessary. The Board shall take action in an open meeting to declare such emergency and transfer any funds necessary to cover the emergency purchase or service at its next meeting.

Pursuant to the requirements of Section 104-b of the General Municipal Law, when retaining professional and/or consultant services, the following criteria shall be considered in the decision-making: 1) special knowledge or expertise; 2) quality of services; 3) cost of services.

Any business dealings shall be consistent with the District's Code of Ethics.