

COMPETITIVE BIDDING PROCEDURES REGULATION

The requirements for formal competitive bidding are as follows:

1. All items must be bid when the cost of any single item or group of similar items is in excess of ten thousand dollars (\$10,000).
2. All transportation must be bid where the cost of any single transportation service is in excess of ten thousand dollars (\$10,000).
3. All repair or contract obligations involving the use of personnel and goods in a single project must be bid when such a project's costs exceed twenty thousand dollars (\$20,000).
4. All items and/or groups of items whose total exceeds five hundred dollars (\$500), but is less than ten thousand dollars (\$10,000), will require informal quotations either by a request for quotation form mailed to bidders, or by telephone when time is of the essence.
5. A "Notice to Bidders" shall be published in the officially designated newspaper at least three commencing not less than twenty-one (21) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
6. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time for opening.
7. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least two (2) district employees present at each bid opening, including the Purchasing Agent or his/her designee. All interested parties may also attend the opening of bids.
8. After being opened, all bids shall be recorded and analyzed. In this analysis, in order to determine whether the low bidder is "responsible," the Purchasing Agent shall consider whether the record of the bidder demonstrates or includes:
 - a. lack of adequate expertise, lack of prior experience with comparable projects, or lack of financial resources necessary to perform the work outlined in the contract in a timely, competent and acceptable manner;
 - b. engagement in criminal conduct in connection with any other government contract or the conduct of business activity that involves such crimes as extortion, bribery, fraud, bid-rigging and embezzlement;
 - c. grave disregard for the safety of employees or members of the public. The Purchasing Agent should determine whether employees will be properly trained and whether the equipment to be used is safe and functioning properly;
 - d. willful noncompliance with the state labor laws regarding prevailing wage and supplement payment requirements. All

- contracts on public work projects are required to pay their employees not less than the prevailing wage;
- e. disregard for other state labor laws, including child labor, proper and timely wage payments and unemployment insurance laws;
 - f. violations of the State Workers' Compensation Law including failure to provide proof of proper workers' compensation or disability coverage;
 - g. violations of any state or federal environmental statutes;
 - h. the failure to abide by state and federal statutes and regulations regarding efforts to solicit and use disadvantaged, minority and women-owned business enterprises as potential sub-contractors;
 - i. the submission of a bid which is mathematically or materially unbalanced;
 - j. the submission of a bid which is so much lower than the contracting agency's confidential estimate that it appears unlikely that the contractor will be able to complete the project satisfactorily at the price bid; or
 - k. the presentation of false or misleading statements or any other issue that raises serious questions about the responsibility of the bidder.
9. In the event there are two or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase. In making an award in the case of tied low bidders, the Board may give consideration to a local business or supplier.
 10. Bid bonds or deposits of five percent (5%) of the bid price may be required, at the discretion of the Purchasing Agent, on all purchase contracts of less than \$25,000. Bid bonds or deposits of five percent (5%) of the bid price are required for labor or service contracts. Performance bonds of one hundred percent (100%) of the bid price are required for all contracts in excess of \$25,000. Performance bonds on contracts for less than \$25,000 may be required, at the discretion of the Purchasing Agent.
 11. Every bid shall contain the certification, properly executed by the bidder, required by section 103-d of the General Municipal Law.
 12. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board, upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.

Adoption date: June 12, 2007