

# DELANCO TOWNSHIP BOARD OF EDUCATION

6320 /Page 1  
Purchases Subject to Bid

## PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A:34-1 shall not require the further adoption of a resolution for purchase. Bid specifications will be prepared by the Superintendent. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and re-advertise. The Superintendent is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept for one year in detail sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids may be opened publicly by the Board Secretary before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to re-advertise, or to purchase under a state contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

It shall be the responsibility of the Board Secretary and Superintendent to inspect all bids on items of supplies and equipment to determine the accuracy of the items specified and to compile the final order with due regard for the quantity and quality of each item. A summary of the compiled order, complete with total price, shall be submitted to the Board for approval. All bids submitted shall be held for Board inspection at least one year from the date of receipt.

N.J.S.A. 18A:18A-I et seq.

N.J.A.C. 6:20-B.1 et seq.

Adopted: October 11, 1978

Revised: September 10, 1986; March 13, 2002