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1. All contracts shall be awarded by either (a) competitive, sealed bidding, (b) competitive negotiations, (c) non-competitive negotiations, or (d) small purchases procedures as those terms are defined in the Rhode Island General Law (Title 45, Chapter 55).
2. The Superintendent of Schools shall have the right to make emergency purchases without competitive bidding and without previous approval by the School Committee. Emergency purchases shall be those purchases of supplies or repairs which are absolutely essential to keep a school building or unit of the school system in normal operation and in which the bid procedure delay would seriously affect this normal operation of the school system. The School Committee will be notified as soon as possible when a situation arises to make an emergency purchase necessary.
3. Specifications and descriptions shall be prepared based upon all available information relating to the goods or services to be purchased and the proposed use of such goods or service; including, the requirements of the use, past experience with similar goods and services, available literature and consultation with third-parties. Specifications and descriptions shall be as general as possible in order to meet the requirements of the School Department and to encourage the widest possible bid submission. Provision for alternative bids or partial bids may be made, if deemed appropriate under the circumstances.
4. All bids shall be advertised for at least one day in a daily newspaper having a general circulation in Northern Rhode Island including the Town of Lincoln. (Such newspaper would include The Evening Times, the Providence Journal/Bulletin or the Woonsocket Call). The last date of advertisement shall be at least seven (7) days prior to the opening date of the bid.
5. A vendor list will be maintained at the Administration Building and will be updated at least every two years. Any person or company may be placed on such list and shall designate the categories of goods or services for which it wishes to submit bids or proposals. Invitations for such categories will be sent to such persons or companies. However, the failure to send an invitation to such company shall not be a ground to cancel or otherwise invalidate any contract award.
6. Bid specifications will be available at the Administration Building or, upon request, by mail. The failure of a person or company to receive the specifications shall not be a ground to cancel or otherwise invalidate any contract award.

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7. The Superintendent of Schools may require that bids include a certified check or bid bond in the amount of 5% of the bid total. Such certified check or bid bond is submitted as a guarantee that the successful bidder shall enter into a contract with the School Committee within thirty (30) days of the selection of the successful bidder. Failure of the successful bidder to enter into a contract in accordance with its bid within the thirty (30) day period will result in check or bond amount being retained by the School Committee as liquidated damages. Checks submitted to unsuccessful bidders shall be returned and bonds shall be cancelled within thirty (30) days of the bid award. Further security, including a requirement for performance bonds may be provided for in any invitation for bids. Failure to comply with the requirement for a certified check or bid bond shall result in the automatic disqualification of a bid.

8. All bids shall be submitted in sealed envelopes which shall state the name and address of the person or company submitting the bid and the subject matter of the bid as specified in the invitation to bid. Any bid not received by the time specified in the invitation to bid shall not be opened or considered. It is the responsibility of the bidder to assure that the bid has been received by the required date and time.

9. The School Committee reserves the right to reject any or all bids submitted. Contract awards shall be made based on the lowest responsible bid price. In any instance where all bids are rejected, the Committee may in its discretion readvertise for bids or negotiate competitively or non-competitively for the purchase. The School Committee reserves the right to waive any insignificant non-compliance in any bid. All other factors being equal, preference in the award of a contract will be given to a person or company located in the Town of Lincoln. The School Committee may consider any non-conforming bid after giving the opportunity to any conforming bidder to submit a bid in accordance with a changed specification. In such instance, there shall be no requirement for further public invitation to bid.

10. A contract may be awarded for a supply, service or construction item without competition when the Superintendent of Schools determines, in writing, that there is only one source for the supply or service.

11. In cases where the Superintendent of Schools determines that the use of competitive bidding is not practicable, requests for proposals can be used to award a contract. The request for proposals shall indicate the relative importance of price and other evaluation factors and it shall be advertised as specified in Section 4 above. Award of the contract shall be made to the responsible offeror whose proposal is determined, in writing, to be most advantageous to the School

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Department taking into consideration price and the other evaluation factors set forth in the request for proposals.

12. All invitations to bid or requests for proposals shall be subject to the terms of this bidding Procedure which shall be included in the invitation/request by reference.
13. All bids received shall be signed by the person receiving the bid who shall place the date and time of receipt on the envelopes. All bids received in response to a particular invitation to bid shall be held in a single place.
14. The Business Administrator, or his or her designee, will be available at the date and time of opening specified on the invitation to bid.
15. All bids received shall be opened publicly and shall be read at the time and place announced in the advertisement.
16. Immediately upon the opening of a sealed bid envelope, all bids are stamped with the date and time of opening, the amount of bid surety or bond, and signed by the person opening the bid.
17. Check and/or performance bond with the envelope will be held for safekeeping at the Administration Building.
18. A tabulation sheet is prepared, recommendations are made, comments are noted then copies are given to the School Committee for approval or disapproval.
19. Original bids, proposals, tabulations, and correspondence will be kept on file in the Administration Building for a period of not less than one (1) year.
20. After approval by the School Committee, the successful bidders are sent notice of contract awards. The surety will be returned to the unsuccessful bidders with a letter stating the name of the company awarded the contract and cost of the contract.
21. Purchase orders are then made up directly from bids/proposals.

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TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island