**Informal Bidding for Schools**

**When is informal bidding required for schools?**

Anytime a school purchases apparatus, supplies, materials or equipment of $3,000 more. This is not per item. This is your total purchase with one vendor.

**Does informal bidding apply when using School Funds?**

 Yes. Informal bidding is required when using both district and school funds money.

**Can a purchase be split up into multiple purchases to avoid getting quotes?**

No. An order should never be split up so that bids do not have to be acquired. Once again, this is when you are using a vendor to purchase several items, not just one item.

**Is a school required to go with the lowest bidder on a purchase?**

Not Necessarily. Awards will be made to the lowest responsible, responsive bidder whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality, performance and the time specified in the proposal for the performance of the contract.

**What are exceptions to getting an informal bid?**

* Purchasing less than $3,000 for apparatus, supplies, materials and equipment.
* Purchases from other Governmental Agencies
* Special Emergencies involving the health and safety of people or their property. Please contact Finance if you believe you have a special emergency.
* Use of State Term Contract
* Sole Source items
* Purchase of Used Products

**What is required when getting an informal bid?**

Informal bid requirements may be met by the solicitation of quotes from prospective vendors. Quotations may be solicited and submitted via telephone, fax, or e-mail. Telephone quotes must be placed in writing before a final contract will be awarded. Written quotations must be on the vendor’s letterhead or an official quotation.

**What if the order includes numerous supply and material items and the total order comes to over $3,000, must I get a quote on each item?**

No. Try to use good judgment and show that a conscious effort was made to make sure you are getting the best deal possible. We should always be able to prove that we are good stewards of the funds we are over. A good example would be if you had a large order to Office Depot. I would recommend checking prices on the largest line items with other vendors to see if Office Depot has the best prices.