

Salinas Union High School District

BIDS AND QUOTATIONS

1. For purchases of services of less than \$15,000 and of materials, equipment, or supplies of less than \$21,000, quotations (not necessarily in writing) shall be secured as deemed necessary by the administration to make certain that the lowest possible prices are obtained. Three quotations, when possible, will be obtained for all purchases over \$2,000.
2. In accordance with and pursuant to the provisions of Public Contract Code Section 20111, requirements for work to be done (services) with an estimated value of \$15,000 or more and requirements for materials, equipment, or supplies with an estimated value of \$21,000 or more shall be advertised in a Notice to Bidders in a newspaper of general circulation within the District, and written bids shall be secured for furnishing said work to be done, materials, equipment, or supplies.
3. The award of formal bids will be made to the low bidder whose bid is in accordance with the conditions and specifications thereof. The right will be reserved to reject any or all quotations or to waive any informality in bids, and to accept or reject any item therein. In the case of identical bids for materials, supplies, equipment or services, preference will be given to firms having places of business in the District. In all cases, the Board will be the sole judge of quality and service.
4. Every purchase of services of \$15,000 or more and of materials, equipment, or supplies of \$21,000 or more shall be supported by information in a bid file consisting of original copies of actual bids. A vendor list shall also be included in the file showing all vendors to whom requests for quotations have been mailed.
5. Freight and transportation charges and public utilities charges shall be excepted from formal bid and quotation requirements.
6. Payment of all legitimate charges against the District shall be made within thirty (30) days after receipt of goods or services or in accordance with any applicable contract.
7. Consistent with good business practices, all possible trade and cash discounts will be taken when payments are made.

Legal References

Education Code

35276 Competitive bidding

40001 Purchases by district governing board

40002 Direct purchasing by district public contract code

20111 Bids on contracts for work to be done

20112 Advertisement for bids

Policy adopted (as 3323): 11/24/81

Amended: 8/10/82

Amended: 8/13/85

Amended and renumbered: 8/10/89