

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Introduction

The Board of Education purchasing procedures are governed by the Town of East Hampton Ordinance #12.07 Purchasing Ordinance. In cases of conflict between these procedures and the Town Ordinance, the Town Ordinance shall prevail. The Board of Education and its designees shall interpret these procedures and the Town Ordinance consistent with the Board's statutory rights and obligations.

A. Regulations Relative to Bidding Activity

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. In an emergency situation, the procedures of the Town bidding policy in the above noted provisions may be waived. The initial decision as to whether a given situation is an emergency shall be made by the Superintendent of Schools with a written description to the Board of Education within a two-week period of time. An emergency exists when there is imminent danger that personal injury or property damage will occur or continue to occur if timely measures are not taken. An emergency also exists when student school attendance is disrupted and would continue to be disrupted if proper measures were not taken.
3. The Board of Education sanctions the use of the provisions of Public Act 08-141 (Reverse Auction) when deemed feasible and to the advantage of the East Hampton Board of Education.

Legal Reference: #12.07 Town of East Hampton Purchasing Ordinance (11/22/01)
Public Act 08-141

Regulation approved: June 26, 2006
Regulation revised: April 27, 2009

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut