

**SOLICITING PRICES / BIDS AND QUOTATIONS**

Whenever the amount of the contract requires, by law, submission for bids, the Board of Education shall authorize the Business Administrator/Board Secretary to initiate the bidding procedure. Legal advertisements shall be placed and all bids shall be opened at the place and time designated in the advertisement.

The Business Administrator/Board Secretary shall:

- A. Analyze and tabulate all bids, except construction bids;
- B. Refer bids and analysis to proper personnel to obtain recommendations;
- C. Bring recommendations and all supporting materials before the Board at its next regular meeting.

The Board will make all final decisions including, when advisable, rejection of all bids. The Business Administrator/Board Secretary shall make every effort to obtain at least two and preferably three bids for each prospective purchase.

The Business Administrator/Board Secretary shall solicit quotations in accordance with law.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** February 22, 1995

**Revised:** June 28, 2006

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:18A-3	Purchases, contracts and agreements not requiring advertising
	<u>N.J.S.A.</u> 18A:18A-4	Contracts and agreements requiring advertising



**SOLICITING PRICES / BIDS AND QUOTATIONS**(Cont.)

**Legal References:** (Cont.)

<u>N.J.S.A.</u>	18A:18A-5	Exceptions to requirement for advertising
<u>N.J.S.A.</u>	18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u>	18A:18A-7 Emergency purchases and contracts
<u>N.J.S.A.</u>	18A:18A-8	Contracts not to be divided
<u>N.J.S.A.</u>	18A:18A-9	Periodic solicitation of bids
<u>N.J.S.A.</u>	18A:18A-21 through -26	Bidding
<u>N.J.S.A.</u>	18A:18A-27 through -33	Qualifications of bidders
<u>N.J.S.A.</u>	18A:18A-36 through -39	Awarding contracts