

## BIDDING REQUIREMENTS

Contracts for construction or demolition of buildings or for any improvements or repairs which exceed Ohio Revised Code limitations are let only after bids are solicited and received in compliance with law. However, if the Board enters into a shared savings contract for energy conservation measures, competitive bidding is not required. The Board may also enter into an installment payment contract for the purchase and installation of energy conservation measures and competitive bidding does not need to be utilized if two-thirds of the entire Board adopts a resolution stating that competitive bidding does not apply to the project.

If feasible, all purchases over \$25,000, but under Ohio Revised Code limitations that are not subject to bidding requirements will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information.

The Director of Business assembles the proper specifications and makes the necessary arrangements for public bidding and price quotations. The Treasurer receives the bids and price quotations and records them. The Director of Business makes his/her recommendations to the Board. Upon approval by the Board, he/she processes purchase orders to those bidders awarded contracts and notifies the other bidders of the results of the bidding.

The Board may waive part or all of the above requirements when it is determined there is an urgent necessity or where the security and protection of school property is involved.

Purchases made through the use of federal funds are made in compliance with the requirements of State and Federal law, including the applicable bidding requirements.

[Adoption date: August 14, 2001]

[Re-adoption date: October 25, 2004]

[Re-adoption date: May 11, 2015]

[Re-adoption date: April 17, 2017]

LEGAL REFS.: ORC 153.50 through 153.56  
9.314  
3313.372; 33313.373; 3313.46  
3319.04  
2 C.F.R. Part 200

CROSS REFS.: DJ, Purchasing  
DJF, Purchasing Procedures  
ECF, Energy Conservation  
FA, Facilities Development Goals  
FEF, Construction Contracts Bidding and Awards