

OPERATIONAL SERVICESFISCAL MANAGEMENT – EXPENDITURES – Bidding Requirements

All contracts for supplies, materials, or work involving an expenditure in excess of \$10,000 shall be made in accordance with The School Code of Illinois. The Code requires sealed, competitive bidding, with certain exceptions. It also outlines requirements for legal notice that bids are being taken ten (10) days prior to bid opening, in a local newspaper and for public opening of sealed bids at a specified time and place. The contract is to be awarded to the lowest responsible bidder, as so stated in The School Code.

The contract is awarded by the Regional Superintendent at an official meeting.

Occasionally, the lowest responsible bid is a tie between two or more vendors. In such case, the following rules will apply:

1. If one of the lowest bidders is a local vendor, he/she shall be awarded the contract. A local vendor is defined as one maintaining an office within Region #9.
2. If two or more of the lowest bidders are local vendors, the award will be made by lot between/ among them unless one local vendor was the last successful bidder as outlined in #3 below.
3. When no local vendor is among those tied, the award will be determined by a lot among all vendors included in the tie. If one of the lowest bidders was the last successful bidder on the same or similar item(s) and the quality and service met Regional Office Of Education expectations, the vendor shall be awarded the bid.

Bid deposits of ten (10) percent of the bid amount, assuring good faith in bidding and performance bonds to the extent of one hundred (100) percent of the bid amount may be required for purchases over \$10,000 or for other purchases as deemed necessary

In an emergency, The School Code of Illinois permits expenditures in excess of \$5,000 without bids. Under this provision the Regional Superintendent may authorize purchase of remedial goods or services in cases where personal health and/or safety are judged to be endangered or property damage is imminent. Such action shall require approval of the Regional Superintendent.

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