

Bids for the Blue Hill Consolidated School should be solicited under the following conditions:

1. Capital expense or improvement of the school building for any project with an estimated cost of \$5,000.00 or more.
2. Maintenance or repair of building with an estimated cost of \$5,000.00 or more.
3. Grounds work with an estimated cost of \$2,500.00 or more.
4. Capital equipment purchase with an estimated cost of \$5,000.00 or more.
5. Supplies which, in aggregate, will total \$5,000.00 or more.
6. Contractual services.
7. Other projects which in the judgment of the School Committee, competitive bidding would be beneficial to the school system.

The superintendent may forego the competitive bid or RFP process when he/she determines that time factors, safety, or other important considerations outweigh the possible benefits of bidding or requesting proposals. In each case, the board shall be informed of the superintendent's decision and the reasons for it in advance of entering into a contract.

A performance bond may be required at the discretion of the School Committee.

A penalty clause may be included in any contract at the discretion of the School Committee.

The School Committee reserves the right to reject any or all bids.

Adopted: Blue Hill School Committee - March 9, 1977

Amended: Blue Hill School Committee - June 2, 1982

Amended: Blue Hill School Committee - May 12, 1998

Amended: Blue Hill School Committee – November 10, 2010

Bidding Procedure

These steps will be followed in implementing the sealed bid policy for school expenses:

1. An estimated cost for the project will be determined by consultation with persons knowledgeable in the area of work to be done or purchases to be made.
2. Specifications for the project will be drawn up by the school administration in consultation, if necessary, with persons with expertise in the area of the work to be done or materials to be purchased.
3. A date and time will be set for the return of sealed bids and for opening of same.
4. "Invitation to Bid" legal advertisements will be published at least once in at least two newspapers of general circulation in Blue Hill and Hancock County, the purpose being to provide the maximum opportunity for response.
 - a. The advertisement will contain:
 1. Full specifications for the project or, if the specifications are so detailed as to unduly increase the price of the advertisement, an abbreviated summary of the specifications with notification as to where full specifications may be obtained.
 2. Notice that bids must be submitted on the proper bid form.
 3. Notice that bids must be returned in sealed envelopes marked, on the outside, "Sealed bid for _____."
 4. Final date by which bids must be received, postmarked, or delivered.
 5. Instructions on where to send the bids.
 6. Date and place bids will be opened.
 7. Information or whether bidder may bid on any or all items.
 8. Notice that the committee reserves the right to reject any and all bids.

5. In addition to the published advertisement, letters containing the same information as in the advertisement and/or a full set of specifications will be sent to firms or individuals likely to be interested in submitting a bid.

6. Returned bids will be kept at the superintendent's office until the proper time for bid opening. Notation will be made on the outside of each bid envelope of the date and time or receipt.

Bidding Procedure (continued)

7. The superintendent will prepare a bid return form, copies of which will be available for School Committee members and the public, for recording bid information. The purpose of the form is to provide a means by which bids can be compared on an equitable basis.

8. Bids will be rejected which:

- A. Were received after the deadline.
- B. Are submitted in unsealed envelopes.
- C. Which contain more than one bid per envelope.
- D. do not contain proof of eligibility for a performance bond, if applicable.
- E. Are not submitted on official bid forms.
- F. Depart from the specifications, although alternate proposals will be considered so long as the bidder has also submitted a bid on the work or material exactly as specified.
- G. There is evidence that the information in the bid has been compromised.

9. At the time of the bid opening, the superintendent will have the list of parties to whom invitations to bid were sent by letter, a complete set of specifications, and the sealed bids. Copies of the legal advertisements, letter to potential bidders, etc. will be available for inspection at the superintendent's office if requested.

10. Bids will be opened only at a public meeting at the time, date, and place specified in the advertisement.

11. Bids will be opened by the superintendent or School Committee chair, and bids recorded on the official bid form by the superintendent.

12. All bids and supporting materials will be retained by the superintendent, and made available for public inspection.

13. The Committee may award contracts immediately after opening the bids, may take them under advisement for later award, or may reject any and all bids.

14. The following guidelines will be followed by the School Committee in seeking bids for school expenses.

- A. Under \$5,000.00, bids may be solicited but not required - subject to committee consideration.

B. Over \$5,000.00, the committee shall issue invitations to bid to selected bidders - a minimum of three whenever possible or bids will be solicited via the media and open to all bidders subject to written procedures.

Adopted: Blue Hill School Committee - March 9, 1977

Amended: Blue Hill School Committee - May 11, 1983

Amended: Blue Hill School Committee - May 12, 1998