



# Contracts, bids & quotations - AR 2.9(F)

## Purpose and Scope

### Contracts, Bids and Quotations

Except as may be otherwise provided herein, all purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or greater in the aggregate from a single seller in a 12 month period shall require the solicitation of at least two quotations with the following exceptions:

1. The items listed and priced in the current and active Federal Government Services Administration contracts, State of Georgia or other state government contracts, and other local government agency bid contracts may be purchased for the quoted price without public advertising and bidding.
2. Instructional and media materials from the publisher, distributor, or agent.
3. Agreements for maintenance service from the original vendor or authorized agent of the installed equipment or products if the same cannot be competitively bid.
4. Continuance of an existing purchase agreement, bid, request for proposal, contract, rental agreement, or lease duly authorized by the board or its agent.
5. Emergency acquisition to protect the health/safety of students and/or district employees, prevent additional damage, and/or prevent interruption of the instructional program.
6. Professional services contracts, which are defined as those services rendered to the school district by an individual, firm, partnership, corporation, or other entity licensed by the State of Georgia (including but not limited to attorneys, architects, engineers, auditors, accountants, consultants, etc.) to provide such professional services.

The Superintendent must seek Board approval of any contracts with a value over \$100,000 or change orders with a value over \$50,000 prior to execution of the contract or change order.

Open, competitive bidding shall be required for all contracts with a value over \$100,000.

Open, competitive bidding shall be required for all public works construction contracts, as defined by the Georgia Local Government Public Works Construction Law, as amended from time to time whenever the value of the public works construction contract exceeds \$100,000. The Board of Education delegates to the Superintendent the authority to select bidders who will be awarded contracts the value of which is less than \$100,000. The board of education delegates to the superintendent the authority on behalf of the board to enter into contracts with a value of less than \$100,000 without the prior approval of the board of education. Contracts that are specifically identified in the annual budget that has been approved by the Board of



## City Schools of Decatur Administrative Regulation

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Education shall be deemed to have been approved by the Board and no further board action on the contract shall be required.

Change orders for construction projects that increase the Guaranteed Maximum Price (GMP) or contract sum in excess of \$50,000 or require an extension of time must have the approval of the board of education.

The Superintendent shall have the authority to approve change orders necessary for building codes, life safety, structural integrity, certificate of occupancy, and/or requirements of regulatory agencies and government building authorities.

There shall be no requirement that the Board accept the lowest bid except as required by law. The school system reserves the right to reject all proposals or bids or any part of a proposal or bid.

All purchases shall be made by purchase order and, when necessary, district contract as approved by the Superintendent.

The acquisition of unnecessary or duplicative items shall be avoided. Records sufficient to detail the history of a procurement will be maintained as required by applicable record retention schedules.

The Superintendent is the only approved signatory for all contracts including but not limited to master sales, master lease agreements, and terms of service.

Questions about this regulation should be directed to the Executive Director of Finance.

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*Related Board Policy: 2.9(F)*

*Approved by Cabinet: 6/3/19*

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