

**CODE E9**

***PUBLIC BIDDING/CONTRACTS***

The boards of the *Chittenden South Supervisory Union and of its member school districts (Hinesburg, Shelburne, Williston and Champlain Valley Union)* will advertise and solicit public bids in accordance with VSA Title 16; Sec. 559. This statute and Section 9000 of the "State Board of Education Manual of Rules and Practices" will be the guidelines for the bidding procedure.

At the time it has deemed it necessary to request a public bid for items or services delineated in VSA Title 16; Sec. 559, the board authorizes the superintendent of schools (or designee) to:

1. Develop bid specifications for the item or service to be purchased, which will include closing date for bid submission as well as time and location at which bids will be opened;
2. Identify a list of responsible bidders (minimum of three) potentially capable of providing the item or service;
3. Disseminate the bid specifications by:
  - a. Directly soliciting bid proposals from the list of pre-qualified bidders identified in #2; and/or
  - b. Advertising the request for bid proposals for a minimum period of three consecutive days in the local newspapers;
4. At a legally warned meeting, present all responses to the solicitation or advertisement to the requesting board of school directors for review and either reject or award the bid, unless otherwise directed by the school board; and
5. Notify in writing all respondents of the outcome of the bid process.

The superintendent of schools/chief operations officer are authorized to execute contracts on behalf of the school districts for amounts less than \$15,000.00, unless a higher limit is established by the school board annually.

In the event of an emergency requiring a service or item which exceeds \$15,000.00, the superintendent of schools will request a waiver from the commissioner of education as per the statutory bidding requirements.

|                                    | <b>Date Warned</b> | <b>Date Adopted</b> |
|------------------------------------|--------------------|---------------------|
| Chittenden South Supervisory Union | 2/20/2009          | 3/11/2009           |
| Champlain Valley Union High School | 2/20/2009          | 3/11/2009           |
| Charlotte School District          |                    |                     |
| Hinesburg School District          | 2/20/2009          | 3/11/2009           |
| Shelburne School District          | 2/20/2009          | 3/11/2009           |
| Williston School District          | 2/20/2009          | 3/11/2009           |

*Legal References: 16 VSA; Sec. 559 Section 9000; State Board of Education Manual of Rules & Practices*