
Bid Procedure (PUR-P001)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the Purchase Department in the Business Office when it is necessary to have a competitive formal bid sent out for orders of more than \$7,499.00 at the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
2.2 Office Administrative Support Staff

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Signature

Date

4.0 DEFINITIONS:

- 4.1 CIMS – financial database

5.0 PROCEDURE:

- 5.1 The Purchasing Department receives a request for items and/or projects that need to be formally bid or ordered under State of Connecticut Contract for the Milford Public School District.
- 5.2 Purchasing prepares the formal bid / proposal utilizing past bid / proposal information, specific information supplied by the requestor, information from the approved Milford Board of Education budget, and / or MS Office® “bid” documents.
- 5.2.1 Each bid is given a number from manual bid / proposal log, a title, and instructions regarding delivery of service or items.
- 5.3 Purchasing is responsible for placing an ad in the local newspapers stating the bid information. This must appear in the paper ten (10) days prior to the bid opening.
- 5.3.1 The original ad from the newspaper or a copy is placed with the bid documentation.
- 5.4 Purchasing sends a bid / proposal letter to each approved vendor in the appropriate category of item or project on the CIMS database and / or MS Word Vendor List via mail or e-mail.
- 5.4.1 Purchasing and Accounts Payable will update the vendor list on a continual basis (refer to PUR-P004 & PUR-P00x).
- 5.4.2 A bid can be faxed, e-mailed, mailed or picked up by a vendor upon request.
- 5.5 The bid opening is open to the public.
- 5.5.1 Purchasing keeps a separate attendance list & files with appropriate bid.
- 5.6 Purchasing documents the results of the bid utilizing MS Office® spreadsheets / tables.

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5.6.1 The Deputy Superintendent of Operations and the Purchasing Staff review the results of the bid / proposal to award the bid.

5.7 The superintendent is notified of the results of the bid.

5.8 Purchase orders are processed. Refer to Purchasing Procedure APAR-P005.

6.0 ASSOCIATED DOCUMENTS:

6.1 Vendor List (CIMS database)

6.2 Vendor List (MS Word® document)

6.3 Bid / Proposal Log (related MS Office® document)

6.4 Attendance List (related MS Office® document)

6.5 Bid / Proposal (related MS Office® document)

6.6 Award Letter (related MS Word® document)

6.7 Milford Board of Education Approved Budget

6.8 State of Connecticut website listing of Approved State Contracts

6.9 Newspaper Ad

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Original Bid	Purchasing Files	3 years	Discard as desired	Locked Office
Vendor List (s)	Electronic	3 years	n/a	Electronic
Purchase Order	Purchasing Files	3 years	Discard as desired	Locked Office
Attendance List	Purchasing Files	3 years	Discard as desired	Locked Office
Newspaper Ad	Purchasing Files	3 years	Discard as desired	Locked Office
Award Letter	Purchasing Files	3 years	Discard as desired	Locked Office
Approved Budget	Purchasing Files	3 years	Discard as desired	Locked Office

6.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
02/11/2004	B	Change wording in 5.0 "Procedure" in (5.2, 5.4, 5.7) & change retention time from 10 to 3 years
10/31/2005	C	Add language to 1.0; change title and add staff to 2.0; correct title in 3.0; add definition to 4.0; add language to 5.0, 6.0
11/16/2005	D	Correct form used in 5.8
10/23/2008	E	Change, add, delete language in 5.7 and 5.8

End of Procedure