

BID PROCESS

REQUIRED FOR PURCHASES AND PROJECTS OVER \$50,000 PER CH (LEGAL) AND CH (LOCAL)

1. NOTIFY CFO VIA EMAIL OR PHONE OF PURCHASE/PROJECT
2. COMPLETE BID SPECIFICATIONS FOR MAILOUT TO INTERESTED VENDORS
3. ADVERTISE IN LOCAL PAPER (ONCE A WEEK FOR TWO WEEKS)
4. SET BID OPENING DATE (INCLUDE IN ADVERTISEMENT)
5. RECEIVE SEALED BIDS AND OPEN AT BID OPENING PER ADVERTISEMENT
(ie. 10:00am BOARD ROOM-HUDSON ISD)
6. RECORD BIDS ON BID TABULATION SHEET AT OPENING (INCLUDE VENDOR NAME AND BID AMOUNT)
7. ORGANIZE BIDS AND FORM A RECOMMENDATION FOR PURCHASE
8. COMPLETE WRITE-UP FOR BOARD PACKET (TEMPLATE WILL BE SUPPLIED)
(SEND TO CFO FOR REVIEW)
9. SEND COMPLETED BID PROCESS FORM AND BID TABULATION FORM TO CFO FOR REVIEW
10. CFO WILL BRIEF SUPT ON BIDS RECEIVED AND RECOMMENDATION BY STAFF
11. COORDINATE DATE FOR BOARD PRESENTATION AT NEXT MONTHLY MEETING WITH CFO AND SUPT. SECRETARY FOR INCLUSION IN BOARD PACKET
12. PRESENT AND MAKE RECOMMENDATION OF PURCHASE/PROJECT TO BOARD
13. CONTACT APPROVED VENDOR TO PROCEED WITH PURCHASE OR PROJECT

FINAL PRODUCTS:

BID SPECIFICATIONS

ADVERTISEMENT

BID TABULATION FORM

BID PROCESS FORM

BOARD WRITE-UP/RECOMMENDATION

NOTES:

Construction projects will be handled separately through the Superintendent's office.

CH (LEGAL) excludes fuel and produce.

Purchases through purchasing cooperatives will be presented to the board for informational purposes as they do not require a formal bid process since the state competitive process has already been completed for the item or service.

Inter-local agreements for goods or services are addressed by CH (LEGAL) and will be considered separately on a case by case basis.

FACTORS

In awarding a contract, a district shall consider:

1. Purchase price
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the district's needs.
5. The vendor's past relationship with the district.
6. The impact on the ability of the district to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the district to acquire the goods or services.
8. For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.
9. Any other relevant factors specifically listed in the request for bids or proposals.

Source: CH (LEGAL)