

**Business/Non-Instructional Operations
Purchasing Procedures
Soliciting Prices- Bids and Questions
Quotations**

For all materials, goods, and services (excluding educational and medical specialty services specified in an Individual Education Plan) totaling more than \$1,000 but less than \$25,000; the submitting Department shall prepare at least three quotations with a recommendation for final selection to be attached to the Purchasing Requisition. The lowest quotation, consistent with quality, responsibility and education requirements will be accepted in compliance with the Small and Minority Business Ordinance.

Formal Bids

For all materials, goods and services (excluding educational and medical specialty services specified in an Individual Education Plan) totaling \$25,000 or more, the submitting Department shall prepare specifications which should be broad in scope to generate competitive bidding, and submit them to formal bid. All bids for purchases of materials, goods and services requiring a contract, MOU, or agreement totaling \$25,000 or more, must be submitted to legal counsel for review, vetted in the applicable board committee and submitted to the Board of Education for approval prior to being submitted to Purchasing.

The lowest bid, consistent with quality, responsibility and education requirements will be accepted.

Cooperative Purchasing

Bids through cooperative bidding procedures or bidding conducted by the State of Connecticut Purchasing Department shall be excluded from local purchasing requirements.

Local Vendor Purchasing

Unless a prohibition on geographical preferences exists; the Small and Minority Business procurement ordinance will be adhered to.

A local vendor is defined as one whom: maintains an actual place of business located within the city limits of Bridgeport by occupying real property in which to conduct such business; and by paying taxes on business property to the City of Bridgeport. All purchases will be made according to the Small and Minority Business procurement regulations and as stated in the City Charter.

On formal bids or quotations (defined above) any qualified vendor which has submitted a bid quotation not more than five percent (5%) higher than the lowest qualified bid or quotation will be awarded the contract or purchase order so long as such local vendor agrees to provide the materials, goods or services at the same price as the lowest qualified bid received, provided the lowest qualified bidder is not a local vendor.