

**Soliciting Prices/Bidding Requirements****Subscribing Districts:****I. Definitions:****A. Quotation:**

A notice, in writing, whereby a vendor informs the purchaser of the conditions and price under which they will furnish supplies, materials, equipment, or services to the purchaser.

**B. Bid:**

A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the District, whereby a vendor informs the buyer of the conditions and price under which they will furnish supplies, materials, or equipment. Technical assistance will be provided by the requestor, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

**II. Procedures:****A. Purchases for more than \$5,000 but less than \$15,000**

The Business Office shall solicit quotations from at least two (2) companies if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the District. The Superintendent of Schools or designee may award bids and/or quotes up to \$15,000 and they may reject any or all such bids. All awarded bids will be reviewed by the Superintendent prior to signing a contract.

**B. Purchases for \$15,000 and above**

Purchases for \$15,000 or more shall be bid (Request for Proposals - RFP). Bids shall be advertised by the Superintendent or their designee and a vendor list will be utilized. Vendors may be added to the list by contacting the Business Manager of the Region One School District. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The Board of Education reserves the right to reject any or all bids, and reserves the right to waive the bidding procedure. The Board of Education shall award all other bids upon receiving recommendations and bid results from the Superintendent.

### **C. Sole Source Vendor (FORM APPENDIX A)**

When the District solicits and negotiates with only one potential contractor, the acquisition method is called a “sole source” procurement.

When the District wishes to make a sole source procurement and the anticipated cost or term of the contract exceeds \$10,000 and/or exceeds one year, the Superintendent or designee must request a waiver from competitive solicitation and obtain approval from the District before discussions are held with any potential contractor. In other words, the Superintendent or designee must not begin the sole source procurement process before receiving prior approval from the District.

With the exception of procurement for emergency services, waiver requests to make a sole source procurement should be submitted to the District as soon as possible, but generally no later than six (6) months prior to the anticipated start date of the contract.

Sole source procurements that may qualify for a waiver from the District include, but are not limited, to:

- services for which the cost to the District of a competitive procurement process outweighs the benefits of such a process, as documented by the District. NOTE: If the contract cost exceeds \$10,000, detailed justification for citing this reason must be included when submitting the waiver request to the District;
- services provided by a contractor having special capability or unique experience;
- services provided by a contractor having proprietary services, or patent rights;
- services provided by a contractor specified through an act of the Connecticut General Assembly;
- emergency services, especially those involving public safety concerns.

### **D. Vehicle Purchase/Replacement Policy**

1. **New-** New vehicles will be purchased within the framework of this policy.
2. **Used** - Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than 7 years old may not be considered for purchase unless it is determined to

be in the best interest of the District. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

#### **D. Emergency Situation**

The Board of Education recognizes that emergency situations may arise which affect the health, welfare, and/or safety of students and/or staff. In an emergency situation, the procedures of sections A and B may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board of Education within a two week period of time detailing the emergency, why the policy was suspended, and the amount of funds expended and to whom.

The Superintendent of Schools may provide temporary special education transportation pending completion of the bidding process. Such temporary arrangements shall not exceed 30 days without Board of Education approval.

The authority to sign contracts for supplies, materials, equipment, or services involving business and non-instructional operations is delegated to the Superintendent of Schools or designee.

Bids are not required on the following:

1. Purchases where only one supplier exists.
2. Architectural services.
3. Legal services.
4. Services requiring specific expertise. (consultants, specialists, sole source vendors)
5. Textbook purchases.

Approved: November 13, 2003

Revised: January 21, 2020

Revised: May 13, 2025

NORTH CANAAN BOARD OF EDUCATION  
North Canaan, Connecticut

### Sole/Single Source Justification

Account #(s):	Supplier:
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**TYPE OF PROCUREMENT:** (Select one)

<input type="checkbox"/> <b>Sole Source:</b> Only one supplier is capable of supplying the required commodity or service, the District engages one supplier based on below written justification.
<input type="checkbox"/> <b>Single Source:</b> Although two or more suppliers can provide the required commodity or service, the District selects one supplier over another based on below written justification.

**JUSTIFICATION:** (Select one)

Check One:	Description:
<input type="checkbox"/>	Services for which the cost to the District of a competitive procurement process outweighs the benefits of such a process, as documented by the District. NOTE: If the contract cost exceeds \$10,000, detailed justification for citing this reason must be included when submitting the waiver request to the District;
<input type="checkbox"/>	Services provided by a contractor having special capability or unique experience;
<input type="checkbox"/>	Services provided by a contractor having proprietary services, or patent rights;
<input type="checkbox"/>	Services provided by a contractor specified through an act of the Connecticut General Assembly;
<input type="checkbox"/>	Emergency services, especially those involving public safety concerns.

**DESCRIPTION & REASONABLENESS OF PRICE:** (Provide written explanation, technical reasoning and/or evidence of the claim)

I certify that statements checked, and information provided above, are complete and correct to the best of my knowledge. I understand that the processing of this single/sole source justification precludes the use of full and open competition.

**BOARD OF EDUCATION SIGNATORY**

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_