

# MORGAN COUNTY BOARD OF EDUCATION

## BIDS AND QUOTATIONS

**Descriptor Code:**  
**DJED**

**Issued Date:**  
**08/07/95**

All purchases of supplies, materials, equipment, and contractual services in excess of five thousand dollars (\$5,000), including those of individual schools, shall be based on competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation in the district. However, said newspaper advertisement may be waived by the purchasing agent in an emergency. The purchasing agent shall advertise for bids and receive quotations. The principal shall serve as purchasing agent in each school.<sup>1</sup>

All purchases of five thousand dollars (\$5,000) or less, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids.

The lowest and best bid shall be accepted, provided the Board reserves the right to eject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

Contracts for legal services, educational consultants, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.<sup>2</sup>

Legal References:

1. TCA 49-2-203(a)(4); TCA 49-2-206(b)(2); Tennessee Internal Financial Manual
2. TCA 12-4-106.