
I. PURPOSE

This policy aims to ensure that public funds are spent in a prudent way in the provision of facilities, equipment, materials, and supplies.

II. POLICY

A. A Public Bid process described in Section B is required to be followed for any purchase exceeding the following thresholds:

1. Public works projects exceeding \$152,400; or
2. Purchases of materials and supplies exceeding \$30,000.
 - a. On-going purchases of commodities spread out over the course of a year shall be considered a single annual purchase for the purposes of this policy.
 - b. Lunch Services contracts are considered materials and supplies for the purposes of this policy.
 - c. Purchases may not be intentionally split in a way that subverts the intent of LA. R.S. 38:2211 *et. seq.*

B. Bids will be advertised and awarded as follows:

1. The RFP will be posted at least once a week for three weeks in a newspaper in the area, starting at least 25 days before the opening of bids.
2. Bid documents will be available on first day of the advertisement through 24 hours prior to opening.
3. Athlos Academy of Jefferson Parish will use a uniform bid established by the Department of Administration.
4. Bids must include a security bond of 5%, an acknowledgement of addenda, a base bid, alternates, bid total, signature, name of firm, and unit prices.
5. Bids may be submitted:
 - a. By hand;
 - b. By registered or certified mail with return receipt; or
 - c. Electronically.

6. Written confirmation of accepted offers shall be a part of the contract file.
 7. Athlos Academy of Jefferson Parish may not prequalify bidders.
 8. Athlos Academy of Jefferson Parish may reject a bidder as not a “responsible or responsive bidder” in accordance with LA. R.S. 38:2212.
 - a. A bidder deemed not a “responsible and responsive bidder” must receive written notice and be provided an opportunity to appeal this designation.
 9. All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids.
 10. Each bid, together with the name of the bidder, shall be recorded and open to public inspection.
 11. The Lead School Administrator and/or the Director of School Finance shall review, summarize and report bids to the Board with recommendations for final action.
 12. Records of all elements of the public bid process shall be retained for at least six years following the purchase or completion of the public work.
- C. Purchases not subject to the thresholds in section A are to be purchased using the following procedures:
1. Public works projects of more than \$25,000 require the use of an RFP process and the solicitation of at least three bids.
 2. Materials and supplies purchases exceeding \$10,000 require three quotes and written confirmation of an accepted offer.
 - a. If a bid other than the lowest bid is accepted, a reason for the rejection of the lowest bid(s) must be noted.
 - b. Materials and supplies purchases exceeding \$1,000 require three written quotes.
 - c. Materials and supplies purchases of less than \$1,000 should seek three verbal quotes where practical
- D. Athlos Academy of Jefferson Parish may, instead of following the procedures outlined in this policy, may purchase an item on the state contract employing the cooperative purchasing provisions of LA. R.S. 39:1702 *et. seq.*
- E. Transactions between public entities are not subject to this policy as long as a fair price is set.

Legal References:

[LA. R.S. 38:2211 et. seq.](#) (*Letting Contracts*)

[LA. R.S. 39:1702 et. seq.](#) (*Cooperative Purchasing*)

