

G-5: COMPETITIVE BIDDING

The competitive bidding requirements hereinafter set forth, shall not apply to the purchase of interests in real estate, utilities, insurance policies, intangible personal property, such as bonds, bills, notes and certificates of deposit, and unique or non-competitive items, such as library books, publications and used personal property. These procedures shall not apply to the hiring of consultants for professional services, which is governed by Policy No. G-3. With respect to all other purchases, the following procedure shall be followed:

↳ or if only a sole resource supplier exists.

1. Purchases exempt from competitive bidding

When the consideration or price to be paid for the purchase of any service or any item of personal property is \$10,000 or less, or when the aggregate consideration or price for the purchase in one transaction of two or more similar or identical items shall amount to \$10,000 or less, a contract or purchase order may be awarded or made without providing for competitive bids.

2. Informal competitive bids

When the consideration or price to be paid for the purchase of any service or any item of personal property is estimated to exceed the sum of \$10,000, but less than \$35,000, (except for hiring consultants for professional services under Policy No. G-3) or when the aggregate consideration for the purchase in one transaction of two or more similar or identical items estimated to exceed the sum of \$10,000, but less than \$35,000, then the General Manager shall cause to be communicated notice of the intent to purchase the specifications for such item or items, and any time consideration to at least three known suppliers within the District of such services or items, bids shall be awarded to the lowest responsible bidder. The District reserves the right to reject any and all bids in whole or in part. A written memorandum of the documents generated in connection with the informal bidding process shall be maintained in the files of the District, and made available for inspection by any interested party during normal business hours.

3. Formal competitive bids

- a. When the consideration or the price to be paid for the purchase of any service or item of personal property is estimated to exceed \$35,000, (except for hiring consultants for professional services under Policy No. G-3) or when the aggregate consideration for the purchase in one transaction or two or more similar or identical items is estimated to exceed \$35,000, the General manager shall prepare or cause to be prepared detailed written specifications for such item or items, and an invitation for bids thereon, and shall transmit the copy of the invitation for bids by mail to each known supplier of such item or items within the District.