Methods of Purchasing & Contracting

Equipment, materials and supplies are purchased in one of five ways:

- Equipment, materials and supplies available on established State Term Contracts are purchased in accordance with these contracts.
- Equipment, materials and supplies not covered by State Term Contracts and totaling less than $90,000 may be purchased locally by soliciting competitive informal quotations.
- Equipment, materials and supplies not covered by State Term Contacts and over $90,000 may be purchased locally by soliciting competitive formal bids.
- Equipment, materials and supplies not covered by State Term Contracts and totaling less than $5,000 may be purchased locally. Competitive procedures are not required; however, quotes are recommended.
- Sole source procurements may be awarded for a supply or service without competition when the Director of Purchasing, or a designee, determines in writing that there is only one source for the required supply or service.

Construction projects are bid in one of two ways:

- Formal bid procedures are used for construction projects estimated to cost more than $300,000. Projects are advertised publicly and sealed bids accompanied by bid deposits. The successful contractor must provide one hundred percent performance and payment bonds.
- Informal bid procedures are used for projects estimated to cost less than $300,000. Requests for quotes may be obtained verbally, electronic, or written submission. No advertisement is required. A minimum of three bids is recommended.

Contracted Professional Services and Other Services are solicited in one of two ways:

- Professional Services, such as Architecture, Engineering, and Surveying, are selected based on pre-qualification criteria in accordance with state law.
- Competitive procedures are not required for service contracts less than $5,000. It is recommended as good business practice that competitive quotations/bids are solicited to the extent practical for Service Contracts greater than or equal to $5,000.

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Skip To Main Content

All awards shall be made to the "lowest, responsive, responsible bidder" taking into consideration quality, performance, and the time specified in the proposals for performance of the contracts.

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