

## BID SPECIFICATIONS

### Section I:

The board believes that it is the responsibility of the originator of a request to see that each item on a requisition is complete as to specifications. In many cases, the desired specifications will be on file with the purchasing department for ready reference. In other instances, a committee shall be established to develop standard specifications.

All specifications shall be open, and offer an equal opportunity to all bidders

requisitions for the purchase of commodities and services in the purchasing office and the determination as to the manner in which all such items and services are to be purchased (i.e., competitively bid or purchased on the open market).

All requisitions for commodities and services which are received in the purchasing department on a daily basis from all instructional centers and administrative offices, for programs in progress at any center or office, shall be carefully reviewed to ascertain if the amount of any single requisition is in excess of \$500.00. If the total requisition amount exceeds \$500.00, including freight and installation if applicable, the purchase of the items contained on that requisition shall be competitively bid as defined by the state purchasing statutes. If each requisition total is less than \$500.00, and all pricing submitted is deemed to represent fair market value for the items being purchased or the services rendered, a purchase order may be issued encumbering the requisition, for all items contained on the requisition, without implementing the bid process.

However, the purchasing department may at its discretion solicit competitive bid pricing for items contained on a single requisition which totals less than \$500.00, if it is deemed by purchasing that bidding the items will result in better pricing received than that indicated on the requisition as submitted. Likewise, the purchasing department may at its discretion elect to group requisitions received on the same day and solicit competitive pricing if it is felt that it would be advantageous economically to Jackitadves(t)2( 2(ha)10(t)2( 4)2( 2(ha)1076(n)10(di)6(c)4(at(ay)14

District's Internal Auditor and shall suffer the penalties thereafter as defined by law.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 31-7-1, 31-7-13 through 31-7-19; Mississippi Code of 1972  
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          April 4, 2017