



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: June 20, 2016

AGENDA ITEM: Consider Approval of Board Resolution for Accepting Electronic Bids

PRESENTER: Earl Husfeld

ALIGNS TO BOARD GOAL(S): Financial/Facilities – The District shall exhibit excellence in financial and facility planning, management, and stewardship.

BACKGROUND INFORMATION:

- Board Policy CH (LOCAL) states the means by which the District may accept electronic bids or proposals.
- For your review, the applicable section of Board Policy CH (LOCAL) I am referencing is highlighted on the following pages.

ADMINISTRATIVE CONSIDERATIONS:

- During the day-to-day operation of procuring goods and services for the District, more and more vendors are approaching the District about the possibility of submitting their bid or proposal via email.
- After an internal evaluation of this possibility, it has been determined there are certain bids or proposals distributed by the District where an email submission would be very convenient and efficient. For example, the soon to be distributed Instructional and Athletic Supplies Bids.
- As stated in Board Policy CH (LOCAL), the acceptance of electronic bids or proposals must be in accordance with Board adopted rules and criteria.
- The following Resolution of the Board Establishing Criteria for Accepting Electronic Bids or Proposals is provided for your review and consideration.

FISCAL NOTE:

None

ADMINISTRATIVE RECOMMENDATION:

The Administration recommends approval of the following Resolution of the Board Establishing Criteria for Accepting Electronic Bids or Proposals as presented.

**RESOLUTION OF THE BOARD ESTABLISHING CRITERIA FOR
ACCEPTING ELECTRONIC BIDS OR PROPOSALS**

WHEREAS, Section 44.0313 of the Texas Education Code and the District's CH(LOCAL) policy permit a school district to receive bids or proposals through electronic transmission if the Board of Trustees adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure the electronic bids or proposals remain effectively unopened until the proper time;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Aledo Independent School District establishes the following procedures to be followed when bids and proposals are submitted electronically:

1. Bids or proposals will be submitted to bids@aledoisd.org during the open bid period.
2. Bids or proposals sent to any other e-mail address will not be considered.
3. Bids or proposals must be sent as an attachment to an email.
4. The subject of the email must read Electronic Bid – Bid Name.
5. The email message must contain the bidder's or proposer's full name, address, and phone number.
6. All emailed bids or proposals will be date and time stamped as determined by the designated District recipient's email account.
7. Attachments to emails will remain unopened by the District until the scheduled date and time for opening all bids.
8. An email notification confirming receipt of the bid or proposal will be sent by the designated District email recipient to the bidder's or proposer's designated email.
9. The District will not be responsible for any delay of delivery, including delays related to email programs, servers, or acts of nature.

Adopted this 20th day of June, 2016, by the Board of Trustees of the Aledo Independent School District.

APPROVED:

Jay Stringer, President, Board of Trustees

ATTEST:

Hoyt Harris, Secretary, Board of Trustees

PURCHASING AND ACQUISITION

CH
(LOCAL)

PURCHASING
AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

PURCHASING
METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL).

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE
SEALED
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

ELECTRONIC BIDS
OR PROPOSALS

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

RESPONSIBILITY FOR
DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organiza-

PURCHASING AND ACQUISITION

CH
(LOCAL)

tions not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.

PERSONAL
PURCHASES

District employees shall not be permitted to make purchases for personal use through the District's business office.