

# CCSD 46 Bid Procedures Process

In accordance with the School Code (105 ILCS 5/10-20.21) and State law, contracts for the purchase of goods and services can only be awarded by the Board of Education after they have been let for public bid. If bid, such contracts must be awarded to the lowest responsible bidder after due advertisement.

## How to Submit Official Competitive Bids/Proposals

Invitations to bids/proposals are posted on the district's website and vendors/suppliers can submit their bids. Unless otherwise noted, if you download documents, you must check back to the website before the bid/proposal opening to ensure you are informed of any addendums, which you will note on your bid/proposal form. Failure to do so may result in a rejection of bid/proposal.

All invitations to bid, posted on the district's website, contain the following:

1. Date, time, and place bid/proposal are to be opened; it is mandatory that bids be delivered in accordance with those instructions. Bids must be received before the date and time set for the bid opening. Bids received late are not accepted.
2. General requirements and conditions. Detailed instructions and explanations are included in all bid documents. Bid bonds and/or performance bonds may be required with some bids. Bids should always include freight costs in the total bid unless otherwise stated. No additional charges for freight after the fact are allowed.
3. Detailed specifications. These communicate and identify the minimum requirements through the Design, Performance or Brand name specifications of the Bid.
4. Pre-bid/proposal meetings. These meetings are a part of the process and could be mandatory. This information will be included in the bid/proposal specifications. These meetings are an opportunity for bidders/proposers and CCSD 46's staff to meet, discuss the bid/proposal specifications and ask all questions necessary to enable the bidders/proposers to prepare their bid/proposal response.

All questions pertaining to the bid specifications must be presented in writing to ensure proper information is included in your bid/proposal response and to ensure all vendors receive the same information. The district is not responsible for information provided by other contractors.

## Bid/Proposal Opening Procedures

***Bids must be sealed by the bidder.*** All bids are opened promptly on the date and at the time stated in the bid specifications. All interested vendors are invited to attend. Some bid openings are public, bids are read aloud and a tabulation is made of all bids at this time. No changes permitted, once the bids are opened. If a vendor made a mistake, they have two choices:

1. Honor their bid as written; or
2. Withdraw their bid on the item(s) in question or the entire bid. This may result in forfeiture of your bid bond.

## Prevailing Wage Requirements

All contracts are advised that no less than the prevailing rate of wages determined by the Illinois Department of Labor shall be paid to all laborers, workers, and mechanics performing work for CCSD 46.

For more information regarding Purchases, Contracts and Bidding, please contact Mr. Adam Halperin, Director of Operations and Maintenance at [halperin.adam@d46.org](mailto:halperin.adam@d46.org).