

Business and Non-Instructional Operations

Local Purchasing

As a public agency, the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest educational value for every dollar spent. Therefore, even though the Board will make its purchases locally whenever bids and prices are fully comparable with those of outside bidders, the lowest bid and the lowest price for goods and services will be accepted.

The City of New Haven's Policy on City-based Business, as set forth in Board policy 3313.1(a) shall be followed.

(c.f. 3313.1(a) - City of New Haven's Policy on City-based Business)

Legal References: Charter of the City of New Haven, Art. XXIX, § 150

Business and Non-Instructional Operations

The City of New Haven's Policy on City-based Business

The purpose of this section, "City-based business; shall mean a business with a principal place of business located within the City of New Haven. A business shall not be considered a "city-based business" unless evidence satisfactory to the purchasing agent has been submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in New Haven. Such evidence may include evidence of ownership of, or a long term lease of, the real estate from which from which a principal place of business is operated, or payment of property taxes on the personal property of the business. A "city-based business" shall maintain such status throughout the term of any contract with the City of New Haven. Failure to maintain such status shall be grounds for the City to terminate said contract.

On any contracts or purchases, the lowest responsible bidder shall be determined in the following order:

- (1) On contracts or purchases, the costs of which are one million dollars total contract price or less, any city-based bidder, which has submitted a bid not more than ten (10) percent higher than the low bid, provided such city-based bidder agrees to accept the award for the bid at the amount of the low bid. If more than one city-based bidder has submitted bids of not more than five (5) percent higher than the low bid, and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders, which submitted the lowest bid.
- (2) On contracts or purchases, the cost of which are over one million dollars, but less than five million dollars total contract price, any city-based bidder, which has submitted a bid not more than five (5) percent higher than the low bid, provided such city-based bidder agrees to accept the award for the bid at the amount of the low bid. If more than one city-based bidder has submitted bids of not more than five (5) percent higher than the low bid, and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders, which submitted the lowest bid.
- (3) On contracts or purchases, the cost of which are over five million dollars total contract price, any city-based bidder, which has submitted a bid not more than three (3) percent higher than the low bid, provided such city-based bidder agrees to accept the award for the bid at the amount of the low bid. If more than one city-based bidder has submitted bids of not more than three (3) percent higher than the low bid, and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such city-based bidders, which submitted the lowest bid.
- (4) The responsible low bidder.

The City of New Haven's policy on city-based businesses shall be stated in the invitation to bid.

In any contracts or purchases that are put out to competitive bid, and where the city and the contractor are to share in the revenue generated by the contractor's services, the provisions of paragraphs (1), (2) and (3) shall apply.

TO QUALIFY

Bidders must indicate they are a New Haven-based Business on the calculation sheet prior to the opening of the bid.