

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Determination Of Lowest Responsible Bidder	
Procedure No. 6320.01-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6320.01 Determination Of Lowest Responsible Bidder	Last Reviewed: 11/5/2014

1. Background

Describe relevant background to the implementation of the policy.
 Making a determination of the lowest responsible bidder, while no single factor will be controlling in determining whether a bidder is “responsible”.

2. Responsibilities

Title: Purchasing	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> In general, the criteria are designed to assist CPS in determining whether bidders are accountable, dependable and trustworthy, and are capable of carrying out the work specified in bid documents.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Dollar amount of the bid.
2. Work, supplies, equipment, facilities and materials covered by the bid.
3. Experience, training, and skill of the bidder's work force.
4. Continuity and longevity or stability of the bidder's work force.
5. Bidder's diversity of ownership and workforce. The Bidder shall employ good-faith efforts to select 40% of its labor and trade personnel who live within the Cincinnati Public Schools District and 40% within the SMSA and certify that they have given priority to hiring workers who live within the CPS District and who are parents of CPS students.
6. Number of years the bidder has been actively engaged as a contractor in the industry.
7. Bidder's financial stability or condition.
8. Bidder's management skills and abilities.
9. Bidder's familiarity and experience with the work to be performed.
10. Bidder's performance record on similar projects.
11. Bidder's experience record in the industry, including the original contract price for jobs undertaken by the bidder, the amount of any change order, cost overruns or schedule delays on such jobs, and the reasons for the change orders, cost overruns or schedule delays.
12. Bidder's ability to secure an acceptable performance bond, if applicable, and whether any claims have been made against performance bonds secured by the bidder on other projects.
13. Bidder's cooperation with, and effective implementation of, equal employment opportunity and economically disadvantaged and small business enterprise objectives (as defined in the Cincinnati Public Schools Equal Opportunity Program Outline for Contract Employment and Business Opportunities).

14. The bidder shall employ good faith-efforts to create internships and employment opportunities for construction trades personnel who were trained in a state or federally approved training program or Career Technical program, such as graduates of the Woodward Career Technical High School Program or who are currently enrolled in a state or federally approved training program or Career Technical Program, or who can demonstrate at least three years' experience in their particular trade.

15. Bidder's compliance with Workers' Compensation laws.

16. Bidder's compliance with Unemployment Compensation laws.

17. Bidder's compliance with tax obligations for local, state and federal governments.

18. Bidder's Safety record and/or compliance with the Occupational Safety and Health Act.

19. Bidder's Compliance with the Fair Labor Standards Act and other applicable federal and state wage and hour laws.

20. Bidder's record of timeliness of payments to subcontractors, suppliers and employees.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.