

BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of ~~\$50,000~~ or more, shall be based, when feasible, on at least three competitive bids. All purchases less than ~~\$50,000~~, in amount *but in excess of \$5,000* may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing *evaluation*.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, *addressed to the Superintendent* and plainly marked with the name of the bid, and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board/*Superintendent* reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. *Bids over \$50,000 require board approval, based on 3 quotes, when feasible, and purchases between \$15,000-\$50,000 require Superintendent and Business Administrator approval.* The Board, *with input from the Superintendent*, reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board *empowers the Superintendent* also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

This policy shall not apply to the school district's selection of service providers whose services are characterized by a high degree of professional judgment and discretion.

Specialized educational services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, educational placements, etc.)

The bidder to whom the award is made shall be required to enter into a written contract with the District.

All contracts for, and purchases of supplies, materials, equipment, and contractual services in excess of \$20,001, shall be based, when feasible, on at least three competitive bids or quotations in response to district developed requirements, unless the purchase falls under the authorized exceptions (see Policy DJB). All purchases of \$20,000 or less may be made in the open market.

Such purchases shall be completed after careful pricing, quality, and other factors are determined to be in the best interest of the District.

When bidding procedures are used, bids shall be advertised appropriately on the District website, unless the Business Administrator determines that a pre-qualified vendor list is in the best interest of the District, and such list is approved by the Board.

Vendors shall be invited to have their names placed on mailing lists to receive notices of invitations to bid. When specifications are prepared, they will be made available to all merchants and firms who have indicated an interest in bidding or have been pre-qualified. The District reserves the right to use online electronic bid processes to meet its bidding requirements. The Business Administrator is authorized to determine when online bids will be used. Online processes shall not be used for construction bids unless specifically approved by the School Board.

All bids must be submitted in sealed envelopes, addressed to the SAU, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present. These requirements are waived when an online electronic bid process is used.

All bidders must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the School Board or Administration. If a business or personal relationship exists, bidders must disclose such relationship as part of the bid.

The District reserves the right to reject any or all bids and to accept that bid which they deem to be in the best interest of the District. The District reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The District also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Upon successful award of a bid, a contract shall be required between the successful bidder and the District in a form acceptable to the District.

Revised: July, 2014

Revised: November, 1999

Revised: July, 1998