

BIDDING REQUIREMENTS

Formal Bids

For purchases of materials/services which exceed \$10,000 and for which specifications can be reliably written, the quality measured or gauged, and the quantity measured or counted, formal bids will be requested. This policy applies particularly to like or identical items.

Multiple Quotes

For purchases of materials/services under \$10,000 and over \$1,000 and for which specifications can be reliably written, the quality measured or gauged, and the quantity measured or counted, three (3) written quotations will be requested. For purchases under \$1,000, multiple quotations should be solicited.

Negotiated Contracts

School construction projects may be bid or may be negotiated as is deemed in the best interest of the School District by the Board at the time of building development.

The following pertains to all of the above bid procedures.

Bid instruction should be clear, complete and conducive to competitive bidding.

Bid specifications should be detailed and written so that there can be no doubt as to the type of product desired by the School District.

The business office will seek bids from those sources capable of offering the best prices, consistent with quality, delivery and service.

The School Board reserves the right to accept or reject any or all bids, and to award all bids as it deems to be in the best interest of the School District.

New or pilot programs may be an exception to the policy during the first year of their implementation if, in the judgment of the Board, the best interests of the School District might be served by allowing the exception.

Other exceptions to the policy can be made only by action of the School Board, or when emergency conditions so require.

In all purchasing instances not covered by the policy the School District shall use maximum effort to insure that competitive prices consistent with acceptable quality are obtained.

Policy Adopted: May 8, 1986

Policy Revised: February 20, 2008