

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Soliciting Prices (Bids & Quotations)

All purchases of and contracts for supplies, materials, equipment, and contractual services involving more than \$10,000, shall be based when possible on competitive bids.

Bids shall be sealed and shall be opened by the Superintendent in the presence of at least two witnesses. The Board may reject any or all bids.

Award of Contracts

All open market orders or contracts shall be awarded to the lowest responsible, qualified bidder, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, past performance of vendors, and location of the vendors in the district when applicable.

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.

The Board reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any conditions, or reject, any or all bids or any part of any bid. Any bid may be withdrawn only prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom an award is made may be required to enter into a written contract with the district.

Date of Adoption: _____
Last Revision: _____

Legal Reference: