

## BIDDING REQUIREMENTS

The Superintendent is authorized to require competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more, when he/she believes such is in the best interests of the school district. As a general rule, purchases of \$10,000 or more per item will require at least three competitive bids. All purchases less than \$10,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchasing made in the open market shall be consummated after careful pricing.

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 or designee 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 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. Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

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

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

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.

First Reading: September 22, 2010

Second Reading: October 6, 2010

**Adopted: October 6, 2010**

**Revised: May 16, 2019**