

BIDDING POLICY

All purchases of materials, equipment, and contractual services in the amount of \$15,000 or more, will be based, when feasible, on at least three written quotes. All purchases less than \$15,000 may be made in the open market but will, when possible, be based on three quotes or prices. All purchases made in the open market will be completed after careful pricing.

When bidding procedures are used, bids will be advertised appropriately. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in accordance with the request for proposal. Bids shall be opened at the time specified and all bidders shall be invited to be present.

The Board or designee 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. The Board or designee reserves the right to waive any informality 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 or designee 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 school district.

The Board or its designee may waive this policy to ensure uninterrupted provision of services by the school district.

Policy Adoption & Revision History:

First Reading: 05/23/06

2nd Reading: 06/27/06

Board Approval: 08/22/06

Policy Committee Review: 05/11/23

Board Approval of Revision: 06/12/23