

BIDDING REQUIREMENTS

It shall be the policy of the Board of Education to control the amount of funds expended in the following manner:

- A. For expenditures up to \$5,000, it shall be the responsibility of the Superintendent to use good judgment and prudent business procedures in making purchases.
 - B. For expenditures between \$5,000 and \$10,000, the Superintendent shall seek at least two (2) quotations from which a decision shall be made by the Superintendent, taking into consideration:
 - 1. Cost
 - 2. Vendor's ability to fulfill the contract
 - 3. Delivery
 - 4. Payment terms
 - 5. Design
 - 6. Compatibility with existing District inventory
 - 7. Previous relationships with the vendor
 - 8. Product quality
 - 9. General suitability for safe use within the School District
 - C. For expenditures in excess of \$10,000, the Superintendent will advertise in the local newspaper as well as notifying all known vendors who might have interest in the bid. Sealed bids will be taken and a deadline for such bids will be set. After the deadline, all bids will be opened by the Superintendent or the Board as a whole. Normally, bids will be remanded to the administration for review and recommendation.
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- D. The Board does not expect bids or quotations for the following items:
1. Educational items such as textbooks and workbooks.
 2. Professional services such as attorneys and architects.
 3. Replacement parts or maintenance contracts for existing equipment or mechanical systems.
 4. CESA services utilized by the District.
 5. Services required to be furnished to employees as a result of an employment agreement approved by the Board of Education.
- E. All reasonable efforts will be made by the Superintendent and Administration to design specifications which will allow local vendors to receive consideration.

Adopted: February 13, 1991
Last Revision: March 12, 2003
Last Review: December 14, 2016
