

**Bidding Requirements**

Before the Board of Education makes any purchase through its Central Office, ample opportunity will be given for competitive bidding, except for the following items which are exempted from competitive bidding:

1. Purchases made cooperatively with other units of government
2. Purchases from federal, state, or other local government units
3. Purchases made through other governmental entities
4. Magazines, textbooks, books, or periodicals.

All requests for bids and proposals for materials, supplies, and provisions will contain the words: "Preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in this state, quality being equal to articles offered by competitors outside of the state."

All contracts and all open market orders will be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals. However, the Board 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.

When bidding procedures are used, bid forms will be mailed to approved vendors. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they shall be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted, with bonding if required, in sealed envelopes, addressed to the Central Business Office, and plainly marked with the bid number and the time of the bid opening. Bids will be opened in public by appropriate district officials or employees at the time specified, and all bidders will be invited to be present.

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

Bid bonds will be offered as required by law.

On occasion, because of a need to maintain uniformity or to satisfy certain technical requirements, it may be appropriate to seek a product or service from a single source. Any deviation from the bidding requirements of this policy must have written authorization by the superintendent.

**Policy Approved: 5/27/86**

**Policy Reviewed: 5/5/03**