

BIDDING REQUIREMENTS

Except as otherwise noted, written bids for materials and/or services shall be obtained from a minimum of two vendors when: (1) the district administrator or director of business services determines the cost of materials and/or services is great enough (\$7,500.00) or more to warrant the time and expenditure involved; or (2) construction work, not associated with the repair or reconstruction of facilities, when damage or threatened damage creates an emergency is estimated to cost over \$15,000.

Bids shall not be required for the purchase of some materials and/or services which, through experience, have been found to be superior or meet district needs. These materials and/or services may become standard materials and/or services and may be purchased directly from the vendor supplying such material and/or services upon price quotation. Quotations, rather than formal bids, may be secured on lesser amounts or on supplies and materials when it is not practical or possible to develop bid specifications. Quotations may be authorized by the district administrator or director of business services.

All purchases made through the bidding process must be approved by the Board. Awards shall be made to the lowest responsible bidder meeting the specifications except when the district administrator or director of business services determines another bid offers the district better service, is more security or is a more customized alternative. Local vendors supplying materials and/or services at a competitive cost and quality shall be given preference for purchases. Preference shall also be shown in buying from vendors that have local representatives that will be in a position to offer service. Consideration shall also be given to factors such as anticipated dividends, surpluses or rebates.

The Board retains the right to reject any or all bids. Specifications on bids shall be clearly communicated and/or drawn so that each vendor understands the type of materials and/or services desired. If a vendor has been found to be unreliable in 672.1 making deliveries according to specifications or in quality of service, the vendor may not be allowed to bid on subsequent materials and/or services. Specific bidding procedures shall be established.

CROSS REF.: Bidding Procedures

1st Reading: December 15, 2010
2nd Reading & Approved: January 12, 2011
1st Reading: July 13, 2016
2nd Reading: August 10, 2016