

DJE - BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed 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 District, and plainly marked with the name of the bid. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

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. The Board reserves the right to waive any formalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

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

Bids including the use of Federal Funds shall include when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, each of the below:

1. The percentage of the total costs of the program or project which will be funded with Federal money,
2. The dollar amount of Federal funds for the project or program, and
3. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Exception to this policy may be granted in order to meet specific curriculum and/or educational goals, i.e. textbooks. Approved cooperative purchasing agreements, bulk warehouse purchasing, and "single source" purchasing are also excluded from this policy.

All bids shall include a statement summarizing this policy.

Statutory/Regulatory/Policy/Handbook Cross References

Public Law 101-166, Section 511, Information about the Use of Federal Funds

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Handbook (None)

APPROVED: April 13, 2006