

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

EXPENDITURES

BIDDING PROCEDURES

It is the policy of the Board to make all purchases when practical on the basis of the lowest bid price and quality of the goods or services, except that the lowest bid may be rejected if:

- 1). There is a question or doubt if the vendor or agent can meet the commitment.
- 2). The vendor or agent has failed to meet purchase agreements in the past.
- 3). The goods or services on the basis of previous experience or knowledge were not satisfactory in quality.

It is the intention of the Board that all purchases be made in such a manner that all qualified suppliers have an equal opportunity, subject to the application of Board Policy 3012, Local Purchasing.

Bids will be taken on all purchases of goods, services, and public construction with the estimated cost exceeding \$5,000.00. All bids exceeding \$10,00.00 must be submitted to the Board for approval. A minimum of three (3) bids must be obtained in the bidding process. The Board or the District Administrator may waive bidding procedures when and emergency conditions exists.

The District reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district. The District reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid received after the time and date specified shall not be considered.

Adopted: December 13, 1993

Revised: May 18, 1998

Reviewed: March, 2002