

DJE – BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$1,000 to \$9,999 will require, when feasible, at least three employee-documented competitive bids or quotations. For all contracts and purchases between \$10,000 and \$24,999 three written vendor bids will be required when feasible. For all contracts and purchases \$25,000 and greater, the formal bidding procedures will be used. Special arrangements may be made when there are exigent needs such as ordering perishables, or emergency supplies or repairs. Sole providers or single bidders may be authorized by the Superintendent or his/her designee.

When formal 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 formal bids must be submitted in sealed envelopes, addressed to the Board or its designee, and plainly marked with the time of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.
- The Board's designee will present recommendation and rationale of the final bid to the Board for all purchases which fall under formal bidding procedures. 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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.

The Board or its designee will consider such factors as, but not limited to, price, bidder qualifications, past performance, responsiveness and financial integrity, warranties, delivery, and quality. The Board shall require a written contract with the bidder, and may require the successful bidder to furnish a performance bond, liability insurance, workman's compensation, security deposit, retainer, and any other instrument to protect the District.

Legal References:

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

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

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SOUHEGAN POLICY