

ADOPTED: May 11, 1966
ADOPTED: January 30, 1968
REVISED: December 1, 1977
REVISED: October 6, 1988
REVISED: March 18, 1983
REVIEWED: November 21, 2002

BIDDING REQUIREMENTS

It is the intention of this policy that the District employees charged with purchasing make reasonable efforts to acquire quality items at the lowest possible cost. Although discretion must be employed when considering quality, cost, urgency and time required to make care purchases, the following procedure shall be used:

1. All purchases of and contracts for supplies, materials, equipment and services shall be subject to competitive bid wherever possible whenever such action is in the best interest of the District in the opinion of the designated purchasing agent. The Board of Directors of SAD #54 reserves unto itself the right to reject any and all bids or to negotiate with any bidder in the best interest of the District.

Bid specifications shall state time and place of bid opening and such openings shall be public. Bid results shall be reported to the appropriate board committee and all awards of bids shall take place at a public meeting of the Board of Directors.

Bid lists for all products bid shall be maintained in the Superintendent's Office and such lists shall be reviewed annually. Upon request and upon submission of evidence of responsibility, any firm may have their name added to the bid lists.

State bids may be substituted for local bids when it is in the best interest of the District.

FILE: DJE

2. All items that are not bid shall be purchased with care. On expensive items, competitive quotes shall be obtained. For reoccurring purchases, quotes on volume buying should be obtained and considered. Alternate sources of supply should be continuously sought and records of vendor's quotes maintained.
3. On both bid and quoted purchases, awards shall be made to area vendors unless their bid or quote is more than 10% or \$100.00 higher than the lowest out-of-district vendor. Vendors who have their principle place of business outside of MSAD #54 shall be considered out-of-district for the purpose of this policy.