

DJE - BIDDING REQUIREMENTS

Category R

General Statement: All open market orders, purchases based on competitive quotations, and purchases based on formal bids shall be awarded to the lowest qualified responsible supplier.

Purchases Under \$3,000: Purchases of supplies, materials, equipment and contractual services may be made in the open market after careful pricing. Whenever possible, at least three competitive quotations or prices shall be obtained.

Purchases Ranging from \$3,000 to \$10,000: Purchases of supplies, materials, equipment, and contractual services shall normally be based on at least three reliable competitive quotations where possible. Formal bidding may be considered.

Purchases Over \$10,000: All contracts for, and purchases of supplies, materials, equipment, and contractual services for a category of items that in aggregate will result in anticipated total spending of \$10,000 or more during a school year, will be based, when feasible, on at least three competitive bids unless waived by the School Board. In cases of emergencies, the Superintendent may make necessary expenditures when, in his/her judgment, the situation warrants the expenditure, but must notify the Board at the next regular scheduled meeting.

When bidding procedures are used, bids shall be advertised electronically on the district website and other appropriate means. Suppliers shall be invited to have their names placed on electronic mailing lists to receive invitations to bid. When specifications are prepared, they will be e-mailed to all merchants and firms who have indicated an interest in bidding. All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name 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.

All bidders must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the Mason School Board or Administration. If a business or personal relationship exists, bidders must disclose such relationship as part of the bid.

The bidder to whom an award is made may be required to submit to the district proof of a performance bond, liability insurance, workers' compensation insurance and any other instrument determined by the School Board to protect the district. The bidder to whom an award is made shall be required to enter into a written contract with the district.

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. All quotes will be recorded.

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*

- Reviewed Mason: November 16, 2015
- Third Reading and Approval, Mason: April 13, 2015
- Second Reading and Revised, Mason: March 23, 2015
- First Reading and Revised, Mason: March 09, 2015
- Reviewed Mason: November 19, 2012
- Second Reading and Approval Mason: June 18, 2009
- First Reading Mason: June 12, 2009