

SOLICITING PRICES/BIDDING REQUIREMENTS

**I. Definitions:**

- A. Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
- B. Bid:** A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials or equipment. Technical assistance will be provided by the requestor, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

**II. Procedures:**

- A. Purchases of Goods Between \$2,000 - \$7,500:** Require three verbal quotes.

**B. Purchases for more than \$7,500 but less than \$35,000:**

The Business Office shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the District. The Superintendent or Finance Director may award bids and/or quotes up to \$35,000 and s/he may reject any or all such bids.

**C. Purchases for \$35,000 and above:**

Purchases for \$35,000 or more shall be bid. Bids shall be advertised if deemed appropriate by the Superintendent and/or his/her designee. If a bid is not advertised, a vendor list will be utilized. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The Board of Education reserves the right to reject any or all bids, and reserves the right to waive the bidding procedure. The Board of Education shall award all other bids upon receiving recommendations and bid results from the Superintendent. State contracts or consortia contracts to which the District is a member may be used in place of bid procedure.

**D. Current contracts:**

The Board of Education may at any time authorize the Superintendent or his/her designee to negotiate with a current contractor to extend or renew such contract if deemed in the best interest of the District.

SOLICITING PRICES/BIDDING REQUIREMENTS (continued)

**E. Emergency Situation:**

The Board of Education recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections A and B and C may be suspended. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent or the Finance Director and a report will be given to the Board of Education at the next regularly scheduled Board of Education meeting detailing the emergency, why the policy was suspended and the amount of estimated funds expended and to whom.

The authority to sign contracts is delegated to the Superintendent of Schools or designee.

Bids are not required on the following:

1. Purchases where only one supplier exists.
2. Architectural services.
3. Legal services.
4. Services requiring specific expertise (consultants, specialists)
5. Textbook purchases.

Administrative Regulations to Policy 3323  
Soliciting Prices/Bidding Requirements

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of such items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy and examine. They shall not, however, be removed from the Business Office.