

**INDEPENDENT SCHOOL DISTRICT NO. 111
WATERTOWN-MAYER PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY**

1027 APPROVAL OF QUOTES AND BIDS RELATED TO BUILDING PROJECTS

I. PURPOSE

The purpose of this policy is to provide guidelines for approving building project quotes and bids.

II. GENERAL STATEMENT OF POLICY

State law dictates when a school district must solicit bids and quotes for projects. During a building project, when timing is critical, the school board recognizes the need for flexibility and accountability. This policy establishes guidelines authorizing the Superintendent to solicit quotes, accept quotes, and execute contracts on behalf of the school district under particular conditions.

III. APPROVAL PROCESS FOR QUOTES AND BIDS RELATED TO BUILDING PROJECTS

- A. The school board must approve projects that cost at least \$50,000.
- B. Upon approval by at least two members of the Building Project Steering Committee, the Superintendent may solicit quotes, accept quotes, and execute contracts on behalf of the school district for projects that cost at least \$30,000 but less than \$50,000. At the next possible school board meeting, the Superintendent will provide information related to the project for formal approval.
- C. The Superintendent may solicit quotes, accept quotes, and execute contracts on behalf of the school district for projects that cost at least \$10,000 but less than \$30,000. At the next possible school board meeting, the Superintendent will provide information related to the project for formal approval.
- D. The Superintendent may solicit quotes, accept quotes, and execute contracts on behalf of the school district for projects less than \$10,000. If a contract is required the Superintendent will provide a copy of the contract for formal approval.

Authority for Policy:
Board of Education
Independent School District No. 111

Adopted/Revised/Reviewed:
Adopted: September 19, 2005
Reviewed: May 23, 2011
Reviewed: June 24, 2019
Reviewed: June 27, 2022

Legal References:

Cross References: