

**Bidding Policies and Procedures**

All bids shall be called for through the office of the Business Manager and all interested firms shall be invited to bid. Notice of the invitation to bid shall be published in the official newspaper of the district in accordance with North Dakota Century Code 15.1-09-34. All bids shall be opened and tabulated at a public meeting.

In considering bids, the Board will have an understandable inclination to do business with local firms. Special effort must be made by the Business Manager to see that local businesses that wish to bid have an opportunity to do so. However, it is to be assumed that private enterprise is essentially competitive in nature and that competent local businesses should be able to bid as low as outside establishments.

If merchandise is equal in quality, the Board's obligation to all taxpayers requires contracts to be awarded to the lowest responsible bidder regardless of where the firm is located. To do otherwise would destroy the competitive nature of the market.

In some cases, because of the compatibility of certain equipment and supplies, it may be necessary to accept one of the higher bids. This is particularly true in areas that require specialized equipment or where existing equipment must be matched. In some cases, the Board may give consideration to the availability and quality of service when this is determined to be a significant factor in the utility of the merchandise or equipment.

In the purchase of items which are of such nature that it is not desirable to take bids because the items under consideration are not comparable, or because professional services are involved, such as the services of an engineer, architect, construction manager, attorney or auditor, all reasonable attempts will be made to secure the goods or services locally.

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