

# Policies

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## Westerly Public Schools Bid Purchase Policy

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The Superintendent of Schools or his/her designee shall solicit sealed competitive bids for materials, services, supplies and any other Westerly Public Schools procurements, insofar as required to do so pursuant to the provisions of the State of Rhode Island General Laws.

The Superintendent of Schools or his/her designee is authorized to make an award to the lowest bidder except in circumstances as to which its authority is reserved to the School Committee by law. As to the award of bids in excess of \$10,000 for construction or in excess of \$5,000 for other purchases, and for any award in excess of \$500 in which the low bid is not to be accepted, the Superintendent shall notify the School Committee within (10) days of doing so.

This bidding procedure may be waived in any circumstance permitted by the State of Rhode Island General Laws or in the event that the materials or services are needed for emergency repairs or for items of a non-competitive nature where there is only one supplier.

For any services anticipated to cost greater than \$1,000 quotes from at least two sources must be obtained.

Bids will be retained and available for public inspection for a period of five (5) years or for any shorter period of retention permitted by law..

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| Revision Adopted:    | September 21, 1977 |
| Effective Date:      | December 12, 1977  |
| Revised and Amended: | August, 1997       |
| Revised:             | November 8, 2002   |
| Revised:             | March 16, 2005     |
| Revised:             | January 3, 2007    |
| Revised:             | May 5, 2010        |