

672.1 SOLICITING PRICES (BIDS OR REQUEST FOR QUALIFIED OFFERS)

Whenever possible, written bids or quotations for materials or services shall be sought when the quantity or cost of materials is great enough to warrant the time and expenditure involved. On purchases for which the dollar value of a single item exceeds \$25,000.00 and for which specifications can be reliably written, and the quantity measured or counted, competitive quotations or bids shall be requested. Competitive bids or quotations may be requested on items having a total dollar value of less than \$25,000.00 at the discretion of the District Administrator or his/her designee.

Bidding for school building construction shall conform to Wisconsin Statutes.

Sealed bids are to be opened in the School District administration office in the presence of two School District employees, including the District Administrator or his/her designee, at the specific time stated in the bid form. Bids or quotations received after the date and time specified in the bid request shall not be considered.

Bids for construction contracts shall be accepted by the Board of Education at a regular or special Board meeting of the Board. Bids for supplies and materials, equipment and minor remodeling or maintenance projects may be accepted by the District Administrator or his/her designee.

Bids are not required for:

1. Textbooks, books, tapes, films, workbooks, educational kits, periodicals, computer software and equipment, and audio-visual materials. Miscellaneous and operational supplies less than \$25,000.00 or replacement parts for existing equipment.
2. Food purchases.
3. Preventative maintenance contracts less than \$15,000.00 where the maintenance is to be performed on a routine, or as needed basis.
4. Used equipment (including demonstrators), where a definite cost advantage can be demonstrated.
5. C.E.S.A. contracts.
6. Negotiated purchases

The District Administrator, or his/her designee, shall have the authority to negotiate purchases, and/or services, where multiple bidders are not available, or where a negotiated purchase would result in significant demonstrable advantage to the District.

The School Board, District Administrator or his/her designee reserve the right to accept or reject any or all bids and to accept bids it deems to be most advantageous to the District.

Adopted: February 18, 2004

Revised: June 16, 2010, May 17, 2017