

BIDDING REQUIREMENTS AND PROCEDURES

The Board of Education, in compliance with State law, requires that all purchase contracts for supplies, materials and equipment involving expenditures in excess of \$10,000 and all contracts for public works in excess of \$20,000 be awarded to the lowest responsible bidder after advertising for sealed bids.

Authorization of opening of bids as advertised is granted to the Superintendent of Schools, District Clerk, District Treasurer, purchasing agent, or to such other administrative or supervisory persons as the Superintendent may designate.

It is required that two persons be present at all bid openings, one of whom is specifically enumerated above.

It is further required that a written report of bids received be filed with the District Clerk and shall be part of the recommendations to the Board for any action to be taken on the bids.

Ref: Education Law §§1619; 1725; 1725-a; 2513; 2556

Date Adopted: 5/16/06