

SALEM SCHOOL SYSTEM
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BIDDING: SOLICITING PRICES (BIDS AND QUOTATIONS)

The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be purchased and staggered delivery dates made a part of the specifications, or estimated quantities purchased with deliveries to be made as requested.

REGULATIONS RELATIVE TO THE BIDDING ACTIVITY

1. Any purchase in excess of \$10,000.00 is subject to the competitive bidding process.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the Salem School District business office.

Policy Adopted: January 12, 1999

Policy Revised: April 23, 2003

Policy Adopted: May 14, 2003