

Liberty Union High School District

Administrative Regulation

Classification: Business

Policy No. **AR 3323**

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Effective 11/18/81

Revised

Subject: Soliciting Prices

Bidding Activity

The purchasing division of the business Department shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economics. Whenever storage facilities or other conditions make it impractical to receive all or any items at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.

Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.

Bids shall be sought from those sources able to offer the best price(s), consistent with quality, delivery, and service.

The bids shall be opened in public at the prescribed time and place and tabulated for study. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.

After all bids have been opened and tabulated, they will be available for those interested to copy or study. They shall not, however, be removed from the district office.

Legal Reference:

Education Code: 35271, 39641.