

BUSINESS & NON-INSTRUCTIONAL OPERATIONS**3323****(DJD)***Category: Recommended***Bidding Policy and Procedures**

The Inter-Lakes School District is dedicated to procuring goods and services in a timely manner and at fair and reasonable prices both through the formal bid process and through other normal procurement practices. At the direction of the school board, the following bidding procedure may be required for purchases or multi-year contracts.

In general, all purchases made in the open market shall be completed after careful comparisons of pricing by various vendors. Purchases of supplies, materials, and equipment in the amount of \$20,000 or more, and contractual services in the amount of \$75,000 or more, shall be based, when feasible, on at least three competitive bids or prices.

When bidding procedures are used, bids shall be advertised appropriately. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid proposal.

All bids must be submitted in sealed envelopes, addressed to the Superintendent or his/her designee, and plainly marked with the name of the bid. Bidders may be required to be present for an informational meeting and/or the opening of the bids. Specifics may vary depending on the nature of the items or contracts. Bid specifications will be the guide for all proposals.

At the discretion of the Superintendent, professional services such as accounting, consulting and legal services may be procured on an invited interview basis and need not be subject to these bidding requirements. Purchases of textbooks are excluded from the bid process. In the event of an emergency, the Superintendent or his/her designee may proceed in a manner that would be in the best interest of the district.

The Board reserves the right to waive the bidding process when it believes it is in the best interest of the school district. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board need not accept the lowest qualified bidder.

The bidder to whom the award is made shall be required to enter into a written contract with the district.

Legal Reference:

RSA 194-C:4 II(a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01(b), Substantive Duties of School Boards

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Bidding Procedures

Written Bids:

1. The following procedures shall be followed, when feasible, for the Inter-Lakes School District for written bids for goods and services as described in Policy #3323 (DJD).
 - a. Bids may be, but not be limited to, advertised in a local newspaper.
 - b. The bid specifications will be sent to local and other bidders and will be determined by the Superintendent of schools or his/her designees.
 - c. All bids shall carry, where appropriate, a clause to save the Inter-Lakes School District from all liens or damages to persons or property arising from or caused by the contractor's work. The bid document shall further stipulate the bidder shall comply with all federal or state laws and regulations and that the bidder, when appropriate, shall demonstrate that it carries a general liability policy with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate applicable to the work performed. The bids shall further state that the bidder will provide adequate worker's compensation insurance when needed.
 - d. All bids in excess of sums of \$35,000 shall carry, when appropriate, a clause requiring a performance and payment bond to be furnished by the bidder. Cost of said bond shall be quoted, billed, and paid for separately.
 - e. The bid documents shall stipulate a mandatory pre-bid meeting; a date and time certain when bids must be received and opened and shall specify that all bids be returned in a sealed envelope specifying the item(s) to be bid on the envelope.
 - f. The bid documents shall state that the Inter-Lakes School District reserves the right to accept or reject any or all bids.
2. The fiscal administrator or his/her designee will have responsibility for drafting and distributing bid documents when needed.
3. Contracts for goods and/or services may be extended without further bidding at the discretion of the Superintendent or his/her designee.
4. Federal and State funded projects will adhere to all Federal Funding Policies.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

RSA 447:16 Bond Required

NH Code of Administrative Rules, Section Ed. 303.01 (b), Duties of School Boards