

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DJE

BIDDING REQUIREMENTS FOR PURCHASE ORDERS

Statement of Purpose:

The purpose of this policy is to set forth the guidelines for bidding and purchasing goods and services. Further, the School Board recognizes the need to support the local economy, which in turn helps support the school district, while also ensuring the best use of district funds.

Statement of Policy:

All contracts and purchases of supplies, materials, equipment, and contractual services in excess of \$20,000, shall be based, when feasible, on at least three competitive bids from qualified bidders. All purchases less than \$20,000 not competitively bid will be based, when possible, on at least three competitive price quotations. All purchases made in the open market shall be consummated after careful price comparisons are made. It shall be the policy of the Sanborn Regional School District to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers. The Business Administrator should ensure that items bought locally are competitively priced and that items or services secured at a savings to the school district from outside sources are equally considered. The Business Administrator shall also ensure that local or outside providers can provide on-time delivery and adequate services for the products or services represented in the bid. The Business Administrator should not feel bound to purchase any item locally that can be secured at a savings to the school district from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all vendors and firms who have indicated an interest in bidding. The Business Administrator and/or his/her designee shall be responsible for maintaining the list of bidders.

All bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present. The Superintendent designee will provide a written analysis of the bid results and make a recommendation of action to the Finance Committee or the Facilities Committee of the Sanborn Regional School Board depending upon which committee has jurisdiction over the specific bid.

The Sanborn Regional School 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 information 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 School Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made may be required to enter into a written contract with the Sanborn Regional School District.

The Sanborn Regional School Board reserves the right to waive the bid process.

History:

Effective: June 17, 1981
Revised: November 17, 1982
Revised: December 17, 1986
Revised: June 3, 1998
Revised: December 6, 2006
Revised: April 10, 2019