

# Menominee Area Public Schools

## Administrative Guidelines

### **6320C1 - BIDDING**

The following procedures will be followed:

#### **A. Preparation**

1. The Superintendent shall have the responsibility for preparing bid documents and advertising for solicitation of bids.
2. The technical specifications for the purchase of special equipment, materials and/or services shall be prepared by the person or department requesting the purchase and submitted to the Superintendent. Specifications must be complete and accurate to ensure that goods received conform to standards desired.
3. All bids of \$15,000 or more must be publicly advertised and shall carry the name and title of the secretary of the Board.
4. The advertisement for bids will generally be placed in local newspapers in accordance with statute. Advertisements for bids should also be placed in other appropriate publications when bidding construction projects and specialized equipment. For bonds or other borrowings, State laws relating to publication shall govern public advertisements.
5. Bid security may be required for all bids \$15,000 or over.

#### **B. Bid Opening**

1. All bids whether invitational or publicly advertised shall be opened publicly at a specified time and place.
2. Generally, bids shall be opened and read at the business office. Bid openings shall be attended by at least two (2) individuals who are District employees, one of whom should be either the Superintendent or a Board member.
3. The Superintendent, along with the person directly involved in the purchase, shall evaluate the bids and recommend purchases, unless otherwise determined by the Superintendent and/or the Board and/or prohibited by law.

#### **C. Bid Awards**

All bids \$15,000 or greater shall be awarded by the Board.

#### **D. Cooperative Bids**

Participation in cooperative purchasing/bidding arrangements with other schools, governmental units is permitted providing they satisfy the District's bidding requirements.

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