**WALWORTH POLICY 672.1**

**QUOTATION AND BIDDING REQUIREMENTS**

Walworth Jt. District #1’s Board of Education recognizes the responsibility for ensuring that students and staff have the supplies, materials, equipment, and services necessary for effective learning to take place, that they have a healthy and safe school environment, and that the district operates efficiently and effectively.

The District’s Business Office will solicit bids or quotations as follows:

1. The District will solicit bids whenever required by law or a contract with a state or federal agency. At all times, three bids or quotations will be solicited with a preference to buying from vendors that have local representatives in a position to offer service to the district.

2. The District Administrator may authorize the purchase of any service, item or group of

items in a single transaction costing more than $3,000.00 but less than $10,000.00 after obtaining written quotations or bids. The District Administrator will use discretion in deciding whether such purchases are made on the basis of requested quotations or through advertised bids.

3. The District Administrator may lease any item or group of items in a single transaction

costing more than $3,000.00 but less than $10,000.00 over the life of the lease or for a term not exceeding three years after obtaining written quotations or bids. The District Administrator will use discretion in deciding whether such lease agreements are made on the basis of requested quotations or through advertised bids.

4. The purchase of any service, item or group of items in a single transaction costing

$10,000.00 or more or the least of any item or group of items in a single transaction costing $10,000.00 or more over the life of the lease or for a term exceeding three years must be approved by the Board of Education and must be based on competitive bids. Exceptions will be as follows:

a. instructional textbooks, books, tapes, media, workbooks, educational kits,

periodicals, peripherals, custodial supplies and computer hardware and software

b. replacement parts for existing equipment

c. Cooperative Educational Service Agency (CESA) and other governmental

contracts or agreements

d. personal service contracts

e. items purchased using a state bid contract such as internet services, etc.

5. Annually, quotes will be solicited for all short-term loans approved by the Board of

Education. Funds will be borrowed from the responsible organization offering the most favorable terms.

6. When purchasing insurance, the District will obtain quotations whenever doing so is

advantageous to the district.

The Walworth Board of Education reserves the right to reject any or all formal bids or informal quotations, waive technicalities, make adjustments in specifications or quantities and/or make selections based on best judgment.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:** October 25, 2010