

DJE – BIDDING REQUIREMENTS

Category Recommended – While these policies are not required by law, they are highly recommended for effective school board operations.

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$35,000 or more, shall be based, when feasible, on at least three competitive bids and will be received by the SAU Business Manager, who will then make recommendations and then submitted to the School Board. All purchases between \$10,000 and \$34,999 require at least three (3) competitive quotations or prices, when possible, and will be received by the SAU Business Manager for final approval. All purchases made in the open market shall be completed after careful pricing and will be in the best interest of the Winchester School District and will Purchasing Procedures Policy DJB.

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 merchants and firms who have indicated an interest in bidding. The board reserves a nominal fee for a copy of specifications.

All bids must be submitted in sealed envelopes, addressed to the Winchester School Board or designee, 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 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 also reserves the right to negotiate with a bidder after the bids have been opened. .

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

*Specialized educational services are exempt from this policy when the interests of children so dictate (i.e. special education services, psychological services, textbook/Chromebook purchases, etc.).

**All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures. See Board Policy DAF-3.

Legal References:

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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Reviewed by WSB 3/5/04, 4/1/04, 1/12/09, 12/18/14, 1/8/15, 2/5/15, 5/10/2018, 2/3/2021, 2/17/2022

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