

## **BID PROCEDURES**

- A. The notification shall specify the deadline for submitting bids and the time and place of bid opening. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the school department to reject any of all bids, and to waive technical or immaterial non-conformities in bids if in the best interest of the school department, and to exercise judgment in evaluating bids.
- B. **Written bids:** Bid shall be in writing, sealed with outside envelope or wrapper plainly marked, "*Bid, not to be opened until (insert appropriate date),*" and mailed or filed with the Superintendent of the department.
- C. **Time of opening:** A School Committee member or employee of the school department may not open a bid until the appointed time.
- D. **Public opening:** At the time and place stated in the public notice, and open to the public, all bids shall be opened by the Superintendent or, in the Superintendent's absence or disability, by the Business Administrator, by any School Committee member designated for the purpose by the Chair of the School Committee.
- E. **Reading:** If any citizens who are not School Committee members or employees of the school department or if any representatives of the press are present, bids shall, at that time, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.
- F. In general, the School Committee will award contracts to the lowest bidder which the Superintendent and School Committee deem satisfactorily fulfill the contract.

Legal Reference: 5MRSA § 1743-A (ALL)  
20-A MRSA §§ 1001(14), 5401(13)(D); 5402(ALL)  
20-A MRSA § 1314 (MSAD)  
§ 13 c (Maine State Board of Education Rules for Construction Projects) (ALL)

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