

## Raymond School District Policy - DJE

### BIDDING REQUIREMENTS

When it is determined that the bidding process or the solicitation of price quotations are viable methods of obtaining the best purchase arrangement for the School District, the following procedure should be followed:

1. A notice of the School Board's intention to solicit bids or price quotations on a particular product or service should be made to providers of the same. The notice should be made in the following ways:
  - a. During the month of April of each year an announcement shall be made in a local newspaper and in a newspaper with statewide circulation inviting suppliers of goods and services to have their names placed on mailing lists to receive invitations to bid or provide price quotations for the following school year. This announcement will also be posted during the month of April in three (3) designated public locations within the town of Raymond. The designated public locations are the SAU Office, Town Hall, and all of the schools.
2. Purchase of products or services involving an expenditure up to \$9,999.99.
  - a. The Superintendent may make the decision as to the selection of the vendor in all price quotations of \$9,999.99 or less. With a minimum of three price quotations.
3. Purchase of products or services involving the expenditure of \$10,000.00 or more.
  - a. For the purchase of products or services involving the expenditure or \$10,000.00 or more, advertisements will be placed in a local newspaper and in a newspaper with statewide circulation, soliciting bids or price quotations. In addition, notices will be posted in three (3) designated public locations within the town of Raymond. The designated locations are the SAU Office, Town Hall and all of the schools.
  - b. When specifications are prepared, they will be mailed to all merchants, firms, and individuals in New Hampshire who have indicated an interest in bidding or providing price quotations. Invitations to bid will be mailed to all others on the mailing list in the appropriate category.
4. In providing notice of the Raymond School Board's intention to receive bids, the notice shall contain the following:
  - a. Description of the kind of product or service sought.
  - b. Time frame for bidders or persons who quote prices, to respond, including the location and person to whom the bids or price quotations should be submitted.

- c. All bids or price quotations of \$10,000.00 or more must be submitted in sealed envelopes, addressed to the Superintendent with the title of the product or project on the exterior of the envelope.
- d. The date, time and location at which sealed bids will be opened. Bids shall be opened at the time and location specified, and all bidders and other interested parties shall be invited to be present.
- e. The Raymond School Board reserves the right to reject any and all bids or price quotations, or any part thereof. If all bids or price quotations are rejected, the Raymond School Board will implement the bidding process one more time. The Board reserves the right to accept that bid which appears to be in the best interest of the District. 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 when all bids exceed the budgeted appropriation.
- f. Certificates of Insurance, when required by the Board, must be received prior to the implementation of a contract or order for goods or services.
- g. The solicitation of three or more bids or price quotes is waived in certain situations. This list, while not all inclusive, shall provide guidance when the bidding process need not be utilized. The following are examples of these situations when the bidding process may not apply:
  - 1. An emergency repair situation. Every consideration will be given to local businesses in cases of emergency situations.
  - 2. When the product being purchased is available through the State's contract or through Seacoast Educational Services.
  - 3. When curriculum development materials are to be purchased. The negotiation of price will be implemented with said supplier.
  - 4. Special education contracted services, consultants, etc.
  - 5. Personnel
  - 6. Legal counsel
  - 7. Fuel

Adopted: March 11, 1991

R/R: 4/16/92

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