

## BIDDING REQUIREMENT

All contracts for, and purchases of, supplies, materials, equipment, and contractual services in the amount of \$10,000 or more shall be based, when feasible, on at least three competitive bids. All purchases less than \$10,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be consummated after careful pricing.

When bidding procedures are used, invitations to bid shall be advertised appropriately. Suppliers shall be invited to have their names placed on a mailing list 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. Bids will be presented to the Board with a recommendation by the Business Officer to make an informed choice as to which bid to approve.

All bids must be submitted in sealed envelopes, addressed to the Board 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. Bids will be presented to the Board with a recommendation by the Business Officer to make an informed choice as to which bid to approve.

At the discretion of the Superintendent, professional services such as accounting, consulting and legal services, may be procured on an invited interview basis, and need not be subject to these bidding requirements. However, the Superintendent will adhere to the Vendor Relations policy established by the Board.

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 expressly reserves the right to award the bid to a bidder other than the lowest responsible bidder as the Board shall determine, within its sole discretion, is in the best interest of the District. The Board reserves the right to waive any informalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 rejecting all bids.

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

*See RSA 914-C:4(II)(a)(r).*

First Reading: January 7, 2003  
Second Reading and Approval: March 4, 2003  
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