

BIDDING REQUIREMENTS

All contracts for, and purchases of, supplies, materials, equipment and contractual services in the amount of \$7,500 or more shall be based, when feasible, on at least three competitive bids or professional proposals (hereinafter "bids"). All purchases less than \$7,500 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 completed after careful pricing.

When bidding procedures are used, bid requests shall be communicated by effective and appropriate means. Suppliers shall be invited to have their names placed on interest lists to receive invitations to bid. When specifications are prepared, they will be disseminated to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the respective District official, and plainly marked with the name of the bid and the date/time of the bid opening. Bids shall be opened at the date/time specified and all bidders shall be invited to be present. Bidders will be given the opportunity to make a record of the bids received.

The District 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. . Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 District reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation. Any variation from the original bid must be communicated to all bidders in a fair and equitable manner.

The bidder to whom the award is made shall be required to enter into a written contract with the District. The bidder may be required to furnish payment and performance bonds.

Bid results are reviewed by the originator and the Business Administrator to determine whether the item(s) included is the item(s) specified or "equal to" the item specified. This determination is a right reserved by the District.

When bids have been evaluated and the findings have been completed and compiled, the bid shall be awarded on the following basis:

DATE:
Adopted: August 16, 2004, September 14, 2010, Dec. 11, 2012
Reviewed: August 2010
Revised:
Cancellation: Replaces DJC

BIDDING REQUIREMENTS

(continued)

- A. The Superintendent or Business Administrator shall award the bid to the lowest responsible bidder or proposer except that, in addition to price, the District shall also consider 1) the ability, capacity, and skill of the bidder or proposer to satisfy the contract according to information provided in the bid; 2) the ability of the bidder or proposer to deliver on completion according to the contract without delay or interference; 3) the character, integrity, and reputation of the bidder or proposer; and 4) the previous contract experience of the District or others with the bidder or proposer.

Professional Services: Professional services may be exempt from this policy. Contracting for professional services shall be based on an analysis of the need for the service, a review of potential providers, and a thorough evaluation of the selected provider's ability and capability to perform the service. Cost will be a consideration in selecting the provider and will be weighed against professional qualifications.

DATE:
Adopted: October 18, 1993, September 14, 2010, Dec. 11, 2012
Reviewed: August 2010
Revised: September 20, 2004
Cancellation: Replaces DJC