

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

BIDDING REQUIREMENTS

POLICY

Every effort shall be made to secure equipment, materials, and services with the desired quality at the least cost. Specific bids and/or quotations shall be required for any capital item costing more than \$5,000 each and any contract involving more than \$5,000. The board must approve all such purchases.

The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. Expenditures for any one fund shall not exceed the budgeted amount for that fund.

Bids are not required for:

1. Textbooks, books, tapes, films, workbooks, educational kits, and periodicals;
2. Replacement parts for existing equipment where the value of the replacement parts is estimated to be less than 50% of the total value of the equipment;
3. Maintenance contracts of at least one year's duration where the maintenance is to be performed on a routine or as needed basis on specific equipment and shall include the additional cost of all repairs or replacement parts.

When bidding procedures are used, bids shall be appropriately advertised. 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 suppliers who have indicated an interest in bidding.

Purchases will be made from the lowest and best bid submitted, based upon:

1. The lowest price meeting the specifications;
2. The quality of product bid;
3. The service provided for installation, maintenance, repair, guarantee of product, plus promptness of service;
4. The promptness of delivery;
5. Location of the vendor/contractor;
6. Quality of the product's service and warranty;
7. Suitability of the product or service;
8. How well the product conforms to specifications;
9. Past performance of the product or vendor with the District;
10. Vendor reliability; and
11. Payment terms.

Final bid tabulations will be available for inspection by bidders.

Legal References:

Cross References:

Date Adopted: 1/15/1990; 2/16/2015

Date Revised & Reviewed: 3/17/2025