

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: DJE</b>
<b>DATE OF ADOPTION: 5/12/14</b>	<b>PAGE 1 OF 1</b>

### **BIDDING REQUIREMENTS**

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, using the formal bid process. All purchases less than \$10,000 but over \$5,000, unless on an emergency basis, shall be based on three written vendor bids. Anything under \$5,000 would require three employee documented competitive bids or quotations. All written quotations are to be sent to the office of the Superintendent for processing. All purchases made in the open market shall be consummated after careful planning.

In purchases involving professional services, such as engineers, auditors, or architects, where the ethics of the profession prohibit bidding, the requirements of bidding may be waived by the School Board.

In emergency or unusual circumstances any requirements for bids may be waived by the School Board. Waivers of bid requirements are permissible if items are purchased through the State of New Hampshire bid process.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists 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.

All bids must be submitted in sealed envelopes, addressed to the Superintendent's Office, 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.

The School Board reserves the right to accept any bid and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the School Department"; to accept the bid on one or more items of a proposal, on all items of a proposal, or any combination of items of a proposal.

The School Board reserves the right to waive, or reject, any informalities in, 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 School Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

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

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#### **Legal References:**

RSA 194-C 4I (a)

Rules 303.01 (6)