

672.1 QUOTATION/BIDDING REQUIREMENTS

The district shall solicit bids or quotations as follows:

1. The district shall solicit bids whenever required by law or a contract with a state or federal agency.
2. Purchases made in excess of \$5,000 shall be individually approved by the District Administrator and purchases in excess of \$25,000 shall be individually approved by the Board of Education. Purchases over \$5,000 shall be based on quotations, advertised bids and/or other evidence that competitive pricing has been sought. Exceptions shall be made for the following:
 - a. Textbooks and instructional media center books
 - b. Replacement parts for existing equipment
 - c. Cooperative Educational Service Agency (CESA) contracts and purchasing arrangements
 - d. Special service contracts/agreements
 - e. Emergency maintenance repairs that are necessary in order to prevent the closing of any school
 - f. Items purchased on state bid contract
3. Quotes shall be solicited annually for all short-term loans approved by the Board. Funds shall be borrowed from the responsible organization offering the most favorable terms.
4. When purchasing insurance, the district shall obtain quotations whenever doing so is advantageous to the district.

The district reserves the right to reject any or all formal bids or informal quotations, waive technicalities, make adjustments in specifications or quantities and/or make selections based on best judgment.

Reviewed, revised, and approved by the Board of Education on June 18, 2007.