

## **PELHAM SCHOOL DISTRICT POLICY DJE - BIDDING REQUIREMENTS**

*Category: Recommended*

All contracts for, and purchases of supplies, materials, equipment, and contractual services in excess of \$20,000, shall be based, when feasible, on at least three competitive bids or quotations in response to district developed requirements, unless the purchase falls under the authorized exceptions (see Policy DJB.) All purchases of \$20,000 or less may be made in the open market. Such purchases shall be completed after careful pricing, quality, and other factors are determined to be in the best interest of the District.

When bidding procedures are used, bids shall be advertised appropriately on the district website, unless the Business Administrator determines that a pre-qualified vendor list is in the best interest of the District, and such list is approved by the Board. Vendors shall be invited to have their names placed on mailing lists to receive notices of invitations to bid. When specifications are prepared, they will be made available to all merchants and firms who have indicated an interest in bidding or have been pre-qualified. The District reserves the right to use online electronic bid processes to meet its bidding requirements. The business Administrator is authorized to determine when online bids will be used. Online processes shall not be used for construction bids unless specifically approved by the School Board.

All bids must be submitted in sealed envelopes, addressed to the SAU, 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. These requirements are waived when an online electronic bid process is used.

All bidders must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the Pelham School Board or Administration. If a business or personal relationship exists, bidders must disclose such relationship as part of the bid.

The Board reserves the right to reject any or all bids and to accept that bid which they deem to be in the best interest of the District. The Board reserves the right to waive any formalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 when all bids exceed the budgeted appropriation.

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

Upon successful award of a bid, a contract shall be required between the successful bidder and the Pelham School district in a form acceptable to the District.

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All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures.

*See Also: Purchasing Procedures (DJB)*

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### ***District Policy History:***

*Adopted: June 18, 2014*

*Revised:*

### ***Legal References:***

*RSA [194-C:4 II \(a\)](#), Superintendent Services*

*NH Code of Administrative Rules, Section Ed. [303.01 \(b\)](#), Substantive Duties of School Boards*