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**BIDDING PROCEDURES**

All contracts for, and purchases of supplies, materials, equipment, and contractual services shall be based, when feasible, on the following:

<u>Total Dollar Amount of Purchase</u>	<u>Action to be Taken:</u>
\$ .99 - \$7,499	Competitive bid not required, but competitive pricing may be sought
\$7,500 - \$10,000	Competitive pricing required; quotes to be obtained from at least three qualified vendors, and may be obtained orally.
Over \$10,000	Formal competitive bidding process is required. Bid packages should be sent to a minimum of three qualified bidders. All quotes to be submitted in writing.

All purchases made in the open market shall be completed after careful pricing.

**Exceptions to Bidding Requirements:**

- Purchases of utilities, such as water, sewage, etc. where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services.
- Purchases of proprietary maintenance contracts, where alternate "authorized" sources are not available.
- Purchases involving minor repairs
- Purchases involving major repairs where bidding requirements are waived by the superintendent due to the urgency of the repair.
- Purchases involving a documented sole source of supply.

The bidder to whom the award is made shall be required to enter into a written contract with the **Shaker Regional School District (SRSD)**.

The formal bid notice shall state that the **SRSD** reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the **SRSD**. The **SRSD** reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. The **SRSD** also reserves the right to negotiate with any and all bidders.

Legal References  
RSA 194-C4II (a) Superintendent Service