

SCHOOL DISTRICT OF WAUPACA

SERIES 600 FISCAL MANAGEMENT

CODE: 672.1

BIDDING REQUIREMENTS

It is the policy of the Board to make all purchases when practical on the basis of the lowest bid price and quality of the goods or services as specified by the Board, except that the Board may reject the lowest price or bid if in the opinion of the Board:

- 1) There is a question or doubt if the vendor or agent can meet the commitment.
- 2) The vendor or agent has failed to meet purchase agreements in the past.
- 3) The goods or services on the basis of previous experience or knowledge of the Board were not satisfactory in quality.

All purchases, the estimated cost of which exceeds \$1,000.00, but does not exceed \$5,000.00, will be made on the basis of the lowest responsible quotation.

Competitive bids will be taken on all purchases of goods or services the estimated cost of which exceeds \$5,000.00, and on all public construction on which the estimated cost exceeds \$10,000.00.

The Business Manager in consultation with the District Administrator, shall be authorized to expend up to \$1,500.00 for a single unbudgeted item and up to an aggregate amount of \$2,000.00 for unbudgeted miscellaneous, general and teaching expenses.

Recognizing the intent of Policy Code 672.3 (Local Purchasing), the District may request quotations and bids exclusively from local vendors if there is no evidence that a substantial savings may be gained by seeking quotes and bids from vendors located outside of the School District. However, there must be 2 or more local vendors capable of meeting the requirements of the quote or bid in order to create a competitive situation.

Bidding procedures are waived when an emergency condition exists.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the School District. The Board reserves the right to waive any informalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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.

Bids shall be kept for a period of three (3) years beyond the schedule time for the opening of bids on any project or purchase.

ADOPTED: 071376

REVISED: 111092

REVIEWED: 080878/041084/021489

LEGAL REFERENCE: Wis. Stat. 19.25; 66.29

CONTRACT REFERENCE:

CROSS REFERENCE: Code

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, mental or parental status, sexual orientation, or physical, mental, emotional or learning disability.