

SCHOOL DISTRICT OF WAUPACA

SERIES 600 FISCAL MANAGEMENT

CODE: 672.12

BIDDING PROCEDURES

1. Bids will be secured on all purchases accumulating to \$5,000.00 or more for which specifications can be reliably written, the quality measured or gauged, and the quantity measured or counted, and for which there is more than one supplier.
2. Purchases will be made from the lowest and best bid submitted, based upon:
 - a. The lowest price meeting the specifications.
 - b. The quality of product bid.
 - c. The service provided for installation, maintenance, repair, guarantee of product, plus promptness of service.
 - d. The promptness of delivery.
3. The internal affairs of the prospective supplier's organization (that is, size of firm, methods of manufacture, source of materials, and so on) will be of importance to the administration and business office only as they relate to the criteria for determining the lowest and best bid.
4. All bid openings will be public. The time and place of the opening will be specified in the request for bid.
5. Final bid tabulations will be available for inspection by bidders.
6. Bids as submitted are final and not subject to change.

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.

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