BIDDING REQUIREMENTS

It is the policy of the Salem School District to solicit formal competitive bids for items having an acquisition cost in excess of $15,000. The school district’s requests for competitive bids will be distributed at least 14 calendar days prior to the deadline for submitting bids. Bids will be opened in accordance with procedures outlined in the bid documents. The Salem School Board reserves the right to reject any or all bids or waive any informalities and to accept other than a low bid if it serves the best interest of the school district. Any bid may be withdrawn prior to the scheduled time of opening.

When appropriate, a bid document will be referred to the Superintendent of Schools for conformity to specifications, analysis, and recommendations prior to notice of award. The Superintendent, or the Superintendent’s designee will investigate and evaluate each bidder’s qualifications and prepare an analysis of each bid and each bidder’s qualifications for presentation at the next scheduled school board meeting.

When bidding procedures are used, notice of the district’s request for bids shall be distributed appropriately. Suppliers shall be invited to have their names placed on contact lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted as required in the bid specifications, addressed to the Salem School Board 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 are invited to be present.

The district will seek a minimum of three quotations from three vendors for all items with an acquisition cost in excess of $3,000, but less than $15,000, except those items which must be purchased from a sole source, such as textbooks, or those items for which there are proprietary rights.

The Superintendent of Schools is authorized to make purchases in instances when health and safety is in danger or when action is necessary to prevent the closing of schools during a scheduled school day.

This policy shall not apply to the school district’s selection of service providers whose services are characterized by a high degree of professional judgment and discretion.

Any multi-year agreements shall contain a termination provision or a subject-to-funding clause acceptable to the school board.
OPENING BIDS

Formal bids are to be received in the Office of the Superintendent of Schools and opened according to procedures outlined in the bid document. However, under no circumstances can the bids be changed, modified, or improved after the posted deadline for receiving said bids. Further, testimony regarding clarification of the submitted bid to determine conformance to specifications will be requested from the bidder prior to awarding of the bid by the Board. Such requests will be made by the Superintendent or designee as part of the bid qualifying process. An analysis sheet will be prepared indicating the bid of each supplier or source for presentation at the next scheduled school board meeting.

The Superintendent of Schools shall have a recommendation for the school board to consider. Generally the lowest bidder meeting the specifications will be chosen. If other than the lowest bidder is recommended, reasons for the recommendation must be prepared for presentation to the school board.

In the event there is only one bidder for items of which there is more than one source or supplier available, the Superintendent or Business Administrator shall open the bid with the appropriate Director and review the bid prior to presenting it to the Board for action.