

Business

Bidding Process

1. Soliciting Prices (Bids and Quotations)
 - a. All purchases of, and contracts for supplies, materials, equipment and contractual services will be made in compliance with Coherent Governance Policy OE-6.2, 3.4.
 - b. All purchases of, and contracts for supplies, materials, equipment and contractual services involving more than \$100,000 shall be based, whenever practical, on competitive sealed bids. The bid must include a statement of bidder's responsibility under Wisconsin Statute 66.0901(2). An attempt shall be made to secure at least three bids.
 - c. All purchases of, and contracts for supplies, materials, equipment and contractual services involving amounts of at least \$10,000 shall be based, whenever practical, on competitive quotations. Vendors will not be told of competitors' quotations until all quotations have been received in writing.
 - d. Common sense and good business judgment should be used in determining if bids or quotations would be in the best interest of the District even though the purchase or contract may be for an amount less than \$10,000.
 - e. There are instances when a bid or quotation would not be required because the product is a sole source product purchased directly from the manufacturer or distributor.
 - f. The superintendent will use a competitive bidding procedure for professional services in the amount of \$50,000 or more except for replacement positions within the Teaching and Learning Division and those positions filled by temporary personnel services. Contracts and purchases made through official State contracts, joint purchase agreements with other governmental entities or consortia, and those awarded to sole source providers based on Request for Proposal (RFP) or Request for Information (RFI), are excluded from provisions of this section.
 - g. If, in the judgment of the Administration, more favorable prices could be obtained on specific items through negotiation, Chief Financial Officer approval to negotiate rather than bid will be requested.
 - h. When it is not possible to obtain three written quotations, approvals of the Purchasing Supervisor, Chief Financial Officer, and the department coordinator are required.
 - i. The School Board shall approve all non-budgeted purchases and contracts.

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2. Receiving and Opening of Sealed Bids

- a. The School Board must solicit sealed bids prior to the selection of a group health care benefits provider for District employees.
- b. Sealed bids shall be opened by the Chief Financial Officer or designee. The deadline established for bid submission and time for opening shall be as specified in the advertisement. Where practical, the bid opening will take place at the central administrative office.
- c. School Board approval is required for the purchase of all supplies, materials, equipment and contractual services which have an impact on the budget of more than one year.
- d. The Chief Financial Officer, or designee, shall award the purchase of and contracts for supplies, materials, equipment and contractual services involving bids or quotations that do not require School Board approval.
- e. Except as otherwise noted, the formal approval of the annual budget by the School Board is authorization for the expenditure of funds.

3. Selection Procedure for Identical Bids

- a. When identical bids are submitted and the Chief Financial Officer determines that the factors to be considered are equal:
 1. In-state bids will be selected over out-of-state bids.
 2. Within-District bids will be selected over out-of District bids.

Legal Reference: Wisconsin Statutes § 66.0901(2); § 120.12(24); § 120.13(9)-(9m)

Administrative Regulation adopted:	February 14, 1977
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