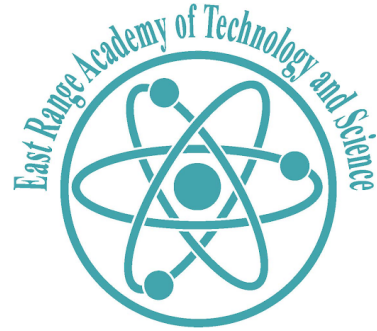


Board Policy
317

Procurement



*Adopted: 11/25/2013 Revised: Dec. 2013
Feb. 2023*

I. PURPOSE

The purpose of this policy is to establish procedures for purchasing materials, products or services from vendors.

II. GENERAL STATEMENT OF POLICY

1. Bidding Process:

A bid document shall be prepared whenever necessary and shall contain the appropriate specifications and instructions setting forth all conditions necessary to bid. The bids shall specifically describe the item, or items to be procured so that there will be no doubt as to the identity of the item, or items or the standard of quality; however, bid specifications shall not be prepared to exclude all but one type or kind of supplies.

- a. Small purchases – A purchase **over \$3,000 to under \$15,000** will be considered a small purchase. Small purchase bids will be solicited from a minimum of 3 qualified sources. Written price quotations will be required.
- b. Competitive sealed bids – For purchases **\$15,000 and above**, prospective bidders must have sufficient project awareness and receive adequate data to understand the requirements of the project enabling them to:
 - 1. comply with required bidding procedures,
 - 2. understand bidding and awarding requirements,
 - 3. follow the intent of the construction documents,
 - 4. submit bids which will not be disqualified, and
 - 5. understand conditions which apply after bid submittal and prior to contract award.

The bids shall be opened in public at the prescribed time and place.

- c. Competitive proposals will be used when conditions are not appropriate for the use of competitive sealed bids. Negotiation with appropriate vendors will result in selection of the most advantageous source of goods for the contracting agent.

2. Evaluation of Bids

Bids shall be thoroughly studied by the district to determine the lowest bidder who complies with specifications. The district reserves the right to accept or reject any or all parts of bids, as it may be determined to be in its best interest.