

BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more shall be based, when feasible, on at least three competitive bids. When competitive bidding is not used, an explanation is required. All purchases less than \$5,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be consummated after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately.

All formal bids must be submitted in sealed envelopes, addressed to the SAU #9 office 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 shall be invited to be present.

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 SAU. 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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. The Board also reserves the right to negotiate with one or more bidders when any bids exceed the budgeted appropriation. The Board may waive the bidding requirements policy in the event of an emergency or when, due to potential cost savings, labor, or vendor availability, or other unusual circumstance, it is in the best interests of the SAU to waive these requirements.

The bidder to whom the award is made will be required to sign a written agreement with the SAU.