

## NEW BOSTON SCHOOL DISTRICT

DJE

**BIDDING REQUIREMENTS**

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$25,001 or more shall be based, when feasible, on at least three competitive bids. All purchases between \$10,001 to \$25,000 require at least (3) written quotes, (if available) and purchases under \$10,000 are to be made in the best interest of the New Boston School District. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. This may include bid request information available via e-mail or placement on the District website. When specifications are prepared, they will be made available to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the 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 the District reserves the right whether or not to conduct a public bid opening. All bid responses are public information and shall be furnished upon request.

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 District. It may be in the District's best interest to do this from time to time for reasons including, but not limited to, quality, service, ability to meet specifications and deadlines. 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made may be required to enter into a written contract with the District.

The School Board, through the Superintendent and Business Administrator, may authorize purchases outside of the bidding process to a) take advantage of temporary pricing opportunities which are well below anticipated bids or b) when only one source for a particular product exists.

Reference: Policy DJB

**Legal References:**

*RSA 194-c: 4 II (a), Superintendent Services*

*NH Code of Administrative Rules Sec. 303.01(b)*

Proposed: 11/15/99

Adopted: 12/20/99

Adopted: 08/22/05

Proposed: 12/04/19

Adopted: 12/18/19

NHSBA Review: 04/04/14