

**SCHOOL DISTRICT OF BAYFIELD
BIDDING PROCEDURES**

The following bidding procedures are designed for use by the Superintendent and all other school officials who may have responsibility in this area.

Formal Bid Notice

1. When items to be purchased are considered bid items, notice shall be give and formal bids taken. The notice shall be published at least twice in the local newspaper. Supplies located outside of the school district shall receive the bid notice directly by mail where and when feasible.
2. The formal bid notice shall contain the following:
 - A. Invitation to file sealed bids with the Superintendent
 - B. Time limit for receiving bids by the Superintendent
 - C. Time of opening bids
 - D. Statement that bid forms and specifications may be obtained from the Superintendent
 - E. Statement that the right is reserved to reject any or all bids and to waive technicalities

Awarding Bids

1. Bids for routine supplies, equipment and services in excess of \$10,000.00 shall be received by the Superintendent and submitted to the Board of Education.
2. Tie bids. If two or more bidders quote the same price, the award will be made in favor of the bidder:
 - A. Offering merchandise that is of the make preferred by the using school or department; or
 - B. With a place of business which is local; or
 - C. Offering merchandise that is manufactured within the State of Wisconsin; or
 - D. Offering equipment that is serviced within the district; or
 - E. Whose bid appears to offer the greatest advantage to the district for any reason. Consideration shall be given to the following factors when making purchases for the district: (a) price; (b) quality of product; (c) service, delivery and maintenance of product; (d) suitability of product; (e) conformance to specifications; (f) past performance to the school district; and (g) vendor reliability; or
 - F. Who offers the timeliest delivery, when quicker delivery is to the advantage of the district.

If the bids are equal in every respect, then the award shall be divided or shall be made by drawing, exception being if equal bid is district vendor. The bidders affected by the drawing shall be notified and be given opportunity to have a representative present at the time of the drawing.

3. Unless otherwise stated in the call, the award shall be made by total lot. However, the right is reserved to made awards by items or groups of items when it appears to be in the interest of the district to do so.
4. In making an award, the low dollar bid shall be considered first. If this bid does not offer merchandise meeting specifications it shall not be accepted and consideration shall be given to the next lower bid. This procedure shall be followed until the lowest bid for merchandise meeting specifications is determined and the award made. If none of the bids meet specifications, a new call shall be made using amended specifications if necessary.
5. Competitive bids shall be requested when required by law and when it is deemed in the best interest of the district to do so. 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.

LEGAL REF.: Section 120.13(5) Wisconsin Statutes

CROSS REF.: 672 Bid Procedures

APPROVED: November 9, 1998