

**CANDIA SCHOOL DISTRICT  
BIDDING REQUIREMENTS**

All contracts for and purchases of supplies, materials, equipment, and contractual services in the amount of \$25,000 or more shall be based, when feasible, on at least three competitive bids. All purchases less than \$25,000 but more than \$5,000.00 in amount, may be made in the open market but shall, when feasible, be based on at least three competitive written quotations. All purchases less than \$5,000 but more than \$1,000 in amount, when feasible, shall be based on at least three telephone quotations. All purchases made in the open market of less than \$1,000 shall be completed after careful pricing and good purchasing practices.

When bidding procedures are used, a selective bid process may be employed.

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 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 district. 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 bids 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 a written contract with the district.

Adopted: September 01, 1991

Adopted: February 3, 2000

Revised: January 7, 2010