

PROCESS FOR SEEKING COMPETITIVE QUOTES

For goods and services costing more than \$25,000 and less than \$100,000 the Superintendent shall receive quotes of the good and services to be purchased, prior to approval of the Board.

An architect or engineer shall prepare proposed plans, specifications, form of contract and estimated total cost to obtain competitive quotes when required.

If the threshold amount is met, the school district must make a good faith effort to obtain quotes from at least two (2) contractors regularly engaged in such work. In its effort to obtain quotes, the school district must provide a general description of the work, including plans and specifications and give contractors an opportunity to inspect the work site.

All quotes received must include the price for labor, materials, equipment and supplies.

School district, itself, may also provide a competitive quote. If it does, the school district must deduct from the quotes of any other contractors the estimated sales and fuel taxes included in those contractors' quotes.

School district shall set a time, date, place and manner for filing quotes, which may be by mail, facsimile, or electronic mail. Approved quotations shall be recorded in board meeting minutes and quotations approved outside a meeting shall be included in the minutes of the school board's next meeting.

The contract shall be awarded to the contractor submitting the lowest, responsive, responsible quote (which may be the school district). Otherwise, the board shall reject all quotations.

If no quotes are received, the school district may perform the work itself.

ADOPTED: 4/5/07

Reviewed: 4/5/07, 3/7/12, 3/7/19