

## BIDDING PROCEDURES

In an attempt to assure that all interested persons who desire to do business with this district are afforded an equal opportunity to do so, the district shall obtain competitive bids when any school building is to be built or any repairs, additions, or improvements costing more than \$10,000 are to be made for any school house or district property or when any purchase of insurance, supplies or materials other than textbooks costing more than \$10,000 is contemplated unless precluded by appropriate regulations or Wyoming Statutes. When the amount exceeds \$25,000, a call for bids shall be published at least once in the newspaper of general circulation in the district. No contract shall be divided for the purpose of avoiding this provision. When items exceed \$10,000, but are less than \$25,000, the administration will receive competitive quotes and determine the quote to be accepted based on the needs of the district.

Prior to requesting any bid over \$25,000, Board approval must be obtained. If approved by the Board, then competitive bids, where appropriate, will be obtained and if appropriate, a notice calling for bids will be published.

Items for which bids must be obtained may be described in the public call for bids by stating general requirements and making detailed specifications available to prospective bidders at the administrative offices.

The district shall reserve the right to reject any or all bids or to accept any bid which in its sole and absolute judgment, under the circumstances, best serves the district's interest. No bids shall be considered which are received after the time mentioned and any bid received after the scheduled time shall be returned to the bidder unopened. The district may further require up to thirty (30) days from receipt of the bid for acceptance of the bid.

All bids will be made in sealed envelopes and once submitted, will remain unopened until opened in public by the business manager or designee on the specified date and a determination will be made as to who is the successful bidder. A recommendation will be made to the Board at its next regular meeting. The Board may approve the bid recommendation, but reserves the right to take the bid under advisement pending further review.

The Board will determine on a case-by-case basis at the time the bid proposal is reviewed whether the bids are to be accompanied by a bid security and the amount, whether a performance bond must be posted and, if so, the amount, whether the contractor must provide insurance, and if so, the type and amount as well as the amount of liquidated damages if any which are to be provided for in the final contract documents.

Where applicable, preference will be given to Wyoming contractors as provided in Wyoming Statute §16-6-102(a).

Adopted: 8/9/10