

BIDDING REQUIREMENTS

Single item purchases or contracts up to \$7,999 do not require bids, but the board encourages that inquiries be made of several companies to ensure the district receives the best prices on these items. A list of persons or companies wishing to receive specifications of work to be done, or purchase to be made, shall be kept on file at the central office, and suppliers shall be invited to have their names or firms included. The business manager shall have a procedure for informing appropriate firms on the bid list annually.

Single item purchases or contracts in excess of \$8,000 shall be advertised, when feasible, for sealed bids. When feasible, when making purchases or contracts in excess of \$8,000, companies on the bid list will be notified and given the opportunity to submit a bid and/or quote.

The district reserves the right to reject any or all bids or quotes and any part(s) thereof. The district may accept that bid or quote which appears to be in the best interests of the district.

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

Although the administration shall not be bound to purchase locally, it shall be the policy to purchase locally, provided goods of equal quality and at competitive total costs are available from local suppliers.

The board encourages cooperative buying with other districts, towns, or agencies when such purchasing is in the interests of this district.

Procurement Methods for Federally Funded Projects:

The Superintendent or his or her designee shall be responsible for developing, updating as necessary, and implementing a written administrative procedures manual (hereafter, the "Federal Procurement Manual") to govern the procurement and purchase of property, goods, and services using any federal award that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200 ("UGG Federal Award"). The Federal Procurement Manual shall be consistent with all applicable federal laws and rules.

Notwithstanding any policy provision to the contrary, the procurement and purchase of property, goods, and services using a UGG Federal Award, in whole or in part, must comply with the Federal Procurement Manual. Wherever this policy or any of the school unit's administrative procedures are inconsistent with federal laws or rules, the provisions of the federal laws or rules shall control.

This policy does not apply to the purchase of academic goods and services.

Legal Reference: TITLE 5 MRSA SEC. 1743-A

M.S.A.D. #49

Code: DJC

TITLE 20A MRSA SEC. 1314
34 CFR Parts 74 and 80 (Education Department General Administrative
Regulations (“EDGAR”)) (for federal awards made prior to 12/26/2014)
2 CFR Part 200 (Uniform Administrative Requirements) (for federal awards
made on or after 12/26/2014)

Cross Reference: DJH – Purchasing and Contracting: Procurement Staff Code of Conduct

Adopted: June 15, 2017