

Concord School District Policy #322

Bidding

1. The following approval thresholds apply to the procurement and bidding process.
 - a. Where appropriate and when practical, administrators and those with budgetary responsibilities shall attempt to obtain multiple quotations on proposed purchases up to \$20,000.
 - b. The District shall request competitive bids whenever the cost of the product or service is expected to exceed \$20,000.
 - i. Bids for procurement of products and /or services up to \$100,000, will be awarded by either the Superintendent or the Business Administrator.
 - ii. Bids for procurement of products and / or services exceeding \$100,000, must be awarded by a majority vote of the School Board or as the Board directs.
 - iii. Procurement of products and / or services which are to be financed for more than 12 months, must be awarded by a majority vote of the Board or as the Board directs.
2. The District reserves the right to accept or reject any or all bids, and to waive any formalities when it is in the best interest of the District. The low bidder is normally awarded the bid, unless it is in the best interest of the District to do otherwise. It may be in the District's best interest to do this from time to time for reasons including but not limited to quality, service, ability to meet specifications and deadlines. The next lowest bid will be the next one considered and evaluated in the same manner. In the event that the lowest bidder is not awarded the bid, the Finance Committee will be informed.
3. The Superintendent or the Business Administrator may authorize purchases outside of the bidding process (a) to take advantage of temporary pricing opportunities which are well below anticipated bid prices or (b) when only one source for a particular product exists. When these options are used, the Finance Committee will be informed.

Adopted 1966. Revised 1975; 1982; February 1986; October 7, 2002; August 2, 2010; September 5, 2017.
Corresponds to NHSBA Policy DJE