

**Bidding Policy**

The Ashland School District is dedicated to procuring goods and services in a timely manner and at fair and reasonable prices, both through the formal bid process and through other normal procurement practices. At the direction of the school board, the following bidding procedure may be required for purchases or multi-year contracts.

In general, all purchases made in the open market shall be completed after careful comparisons of pricing by various vendors. Purchases of supplies, materials, and equipments in the amount of \$10,000 or more and contractual services in the amount of \$35,000 or more shall be based, when feasible, on at least three competitive bids or prices. When federal grant monies will be the source of funding, all federal compliance and reporting guidelines will be adhered to.

When bidding procedures are used, bids shall be advertised appropriately. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid proposal.

All bids must be submitted in sealed envelopes, addressed to the Superintendent or his/her designee, and plainly marked with the name of the bid. Bidders may be required to be present for an informational meeting and/or the opening of the bids. Specifics may vary depending on the nature of the items or contracts. Bid specifications will be the guide for all proposals.

At the discretion of the Superintendent, professional services such as accounting, consulting and legal services may be procured on an invited interview basis and need not be subject to these bidding requirements. Purchases of textbooks are excluded from the bid process. In the event of an emergency the Superintendent or his/her designee may proceed in a manner that would be in the best interest of the District.

The Board reserves the right to reject any or all bids and to accept that bid which is in the best interest of the District. The Board reserves the right to waive any formalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.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 bid received after the time and date specified shall not be considered.

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

**Legal References:**

- RSA 194-C:4 II (a), Superintendent Services*
- NH Code of Administrative Rules, Section Ed. 303.01 (b), Duties of School Boards*

Approved: 09/02/08  
Amended: 10/07/14  
Amended: 12/01/09  
PRC Reviewed: 09/03/19