

Bidding Procedures

Written Bids:

1. The following procedures shall be followed, when feasible, for the Ashland School District for written bids for goods and services as described in Policy DJD, Bidding Policy.
 - a. Bids may be, but not be limited to, advertised in a local newspaper.
 - b. The bid specifications will be sent to local and other bidders and will be determined by the Superintendent of schools or his/her designees.
 - c. All bids shall carry, where appropriate, a clause to save the Ashland School District from all liens or damages to persons or property arising from or caused by the contractor's work. The bid document shall further stipulate the bidder shall comply with all federal or state laws and regulations and that the bidder, when appropriate, shall demonstrate that is carries a general liability policy with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate applicable to the work performed. The bids shall further state that the bidder will provide adequate worker's compensation insurance when needed.
 - d. All bids in excess of sums of \$35,000 shall carry, when appropriate, a clause requiring a performance and payment bond to be furnished by the bidder. Cost of said bond shall be quoted, billed, and paid for separately.
 - e. The bid documents shall stipulate a pre-bid mandatory meeting; a date and time certain when bids must be received and opened and shall specify that all bids be returned in a sealed envelope specifying the item(s) to be bid on the envelope.
 - f. The bid documents shall state that the Ashland School District reserves the right to accept or reject any or all bids.
2. The fiscal administrator or his/her designee will have responsibility for drafting and distributing bid documents when needed.
3. Contracts for goods and/or services may be extended without further bidding at the discretion of the Superintendent or his/her designee.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

RSA 447:16 Bond Required

NH Code of Administrative Rules, Section Ed. 303.01 (b), Duties of School Boards

Adopted: 10/07/14

PRC Reviewed: 09/03/19