

DJC - BIDDING REQUIREMENTS

All open-market orders or contracts shall be awarded to the lowest responsible bidder or firm with the lowest quotation or price proposal, provided consideration is given to the qualities of the articles and/or service to be supplied, in addition to the following stipulations:

1. Local vendors shall be given a priority preference for all purchases. (A ten percent margin on total FOB price may be used as a guideline for price comparisons on equal service and quality purchases on non- bid items.)
2. Conformity to specifications.
3. Suitability to the requirements of the educational system.
4. Delivery terms.
5. General reputation of the business firm, the services to be provided to the district by the supplier.
6. Ability of each company to provide replacement parts for the goods to be purchased.
7. Warranties offered on products.
8. Adherence and conformity to State Law and/or Federal Regulations. (where applicable)
9. Stipulations set forth in board policy elsewhere.

The supplier shall be selected by the Superintendent of Schools. Official action of the Board of Education shall be requested where it appears to be required or in the best interest of the school district and for all items requiring expenditures in excess of \$3,000.00.

Adopted: Before 2009

Revised: July 13, 2009