

The following guidelines should be adhered to for system purchasing:

1. In all cases it is essential that each vendor (bidder) be furnished the same specifications. A catalog description may be used. If a modification of the original specification is desirable then all bidders must be given the opportunity to respond to that modification. Specifications must be maintained at the originating location for a minimum of 60 days after the award of bid. All bids, quotes or prices obtained should remain private during the bidding process and under no circumstances should a vendor's bid, quote or price be revealed to any outside sources.
2. When the estimated cost is from \$500 to \$2,000, when possible, at least two competitive quotations or prices will be solicited. Quotations may be received by telephone and/or may be advertised catalog prices.
3. When the estimated cost is from \$2,001 to \$5,000, when possible, at least three competitive quotations or prices will be solicited. Quotations may be received by telephone and/or may be advertised catalog prices.
4. When the estimated cost exceeds \$5,001, when possible, at least three sealed bids must be received.

In most instances, all contracts and all open market orders will be awarded to the lowest responsible qualified supplier. However, where feasible, a local bid will be considered so as to assist the local economy or taxpayers.

When bidding procedures are used, bids shall be solicited responsibly.

When formal written bids are requested, when possible, they must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

Randolph County Board of Education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

Randolph County Board of Education reserves the right to waive any informalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids.

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

All supplies, equipment or other budget items purchased for the Randolph County School System shall be requested on the proper purchase order or bid document and shall have the approval of the Superintendent or designee assigned this responsibility prior to the purchase date.