

### 3075 - Bids/Quotes/Requests for Proposals

~~The School Board intends to provide the School District with the best possible contractual services in the most efficient manner. Therefore, it is necessary that the administration implement the attached regulations regarding Request for Proposals (RFP's) when contracting for consultants, contract supervision, and significant construction work. In addition, proposals must be sought when contracting for negotiations, general legal counsel, auditors, architects, and other contractual services.~~

The District's administration is authorized to enter into a joint purchasing agreement with the State of Minnesota to allow the District to purchase goods and services listed on the State's contract index at the prices and terms available to the State. The District is not required to obtain bids and quotations for purchases made from the State's contract index. Furthermore, administration is authorized to purchase goods and/or services from other governmental or school district cooperative or joint purchasing ventures, established through a competitive bidding process.

#### 1. Contracts

A "contract" means an agreement entered into by the School District for the purchase or sale of supplies or services, materials, and equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.

- All contracts that are entered into by the district, shall be in strict accordance with Minn. statute §471.345 and §123B.52 for Bids/Quotes/RFP requirements. All document retention relating to Bids/Quotes/RFP's shall also be in accordance with statutory obligations.

- The School Board may authorize, by resolution, the Superintendent, or his/her designee to lease, purchase, and contract for goods and services within the budgets as approved by the School Board subject to statutory requirements and Board policy limitations.

- All open-market orders or contracts shall be awarded to the lowest responsible, qualified bidder, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and the past performance of vendors.

- The School District reserves the right to be the sole judge as to whether or not the bid meets the specification.

- The Superintendent or Director of Business Services are authorized up to the limits established by board resolution to enter into revenue or expenditures contracts for the lease, purchase, and contract for goods and services.

#### 2. Professional Services

Professional services rendered by attorneys, accountants, architects, consultants, and other specialized services shall be in accordance with state statutes and laws.

Reference: MSA 423.37

123B.52

471.345

Adopted: 9-21-93 ISD 709

Revised: 6-21-94

6-20-95

2-17-98

1-19-10