

BIDDING REQUIREMENTS

All acquisitions of commodities by the Fort Smith School District, including gifts or contributions, shall be processed through the District Purchasing Department under the direction of the Supervisor of Purchasing.

Any item valued at \$20,000 or more shall be presented to prospective suppliers as a request for competitive bid. When it is believed to be advantageous to the School District, the Supervisor of Purchasing may request competitive bids for goods and services less than \$20,000.

Any aggregate of items that could be supplied by a single vendor that has a total value of \$20,000 or more shall be presented for competitive bid. The Supervisor of Purchasing may elect to award bids on an item-by-item basis or on the total bid, whichever is advantageous to the District.

All solicited written bids shall be opened at a designated time, place and date as noted on solicitation.

Exceptions may be permitted in case of emergency with the approval of the Superintendent.

Revised 8-17

Approved 3-23-98

Supersedes 7310 dated 3-25-85