

## 726 THE BIDDING PROCESS

### I. PURPOSE

Bids, RFPs and quotes are obtained to ensure fair competition and transparency in the procurement process. Suppliers and/or contractors are invited to submit bids or proposals meeting predetermined specifications. This allows for evaluation of pricing and criteria to select the most suitable vendor.

### II. IMPLEMENTATION OF POLICY

#### Bids/Request for Proposals (RFPs)/Quote Specifications

Specifications must be drawn and bids solicited for any work to be performed under contract or for the purchase of material and supplies of \$175,000 or more. RFPs/Bids are obtained for contracts from \$25,000 to \$174,999 and quotes must be secured if the contract is \$24,999 or less. The Deputy Clerk of the School Board shall receive all bids and or RFPs and shall report the findings to the School Board. The School Board shall then indicate its decision on bids and or RFPs received at an official meeting of the School Board.

#### Advertising and Soliciting

All bids shall be advertised through the Business and Finance Office of the School District; the official media for advertising is the Duluth News-Tribune. Bid ads will be placed on consecutive Wednesdays for a minimum of two weeks. Additional notifications may be included in other appropriate publications.

#### Plans and Specifications

Subsequent to the approval by the School board, plans and specifications shall be disbursed to interested bidders by the District's designated project representative. A set of working plans and specifications will also be kept on file with the Director of Business and Finance and the District's designated project representative.

#### Time for Preparation of Bids

Minimum time periods for bidding are established by the District's designated project representative and Director of Business and Finance.

#### Receiving and Opening Bids

The School Board establishes the following guides to procedure for receiving construction and purchasing bids:

1. The District's designated project representative shall designate the time and place for receiving bids.
2. The bids will be received, opened, and tabulated in the presence of the following:
  - a. The District's designated project representative or a person designated by the District's designated project representative.
  - b. A person designated by the Deputy Clerk of the School Board will prepare a letter or memorandum to be included in the agenda of an HR/Business Services meeting, and followed by a regular School Board meeting.

Duluth Public Schools ISD 709 is committed to providing an environment of mutual respect with a goal to ensure a diverse workforce is considered. Therefore, the winning vendor of this contract understands and agrees that their company shall comply with all applicable laws relating to discrimination in employment and be welcoming of applicants of all genre, sexual orientation, age and race for employment with their company.

#### Rejection of Bids

Should the low bidder: (1) have bid in excess of the budget for the project, (2) be determined as not reliable, or (3) have failed to provide the necessary bid security, the bid shall be rejected through School Board action upon recommendation of the Business Services Committee. The School Board reserves the right to withhold the bidder's "good faith" guarantee if the bidder fails to meet the conditions of the submitted bid.

#### Withdrawal of Bids

The conditions under which a bidder may withdraw a bid shall be detailed in the plans and specifications of the project.

**Legal References:** Minn. Stat. 471.345 (Uniform Municipal Contracting Law)

**Cross References:** School District Contracting - Bid Laws

Adopted: 06-09-1970 ISD 709

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