

BIDDING PROCEDURES

672.1-Rule

The following administrative procedures apply when obtaining formal bids and/or quotations:

1. The initiator of the purchase or ~~their~~ his/her designee will assume a major role in developing written specifications under the direction and the supervision of the ~~Director of Business Services Business Manager~~ or ~~their~~ his/her designee.
2. The ~~Director of Business Services Business Manager~~ may request assistance in formulation of a vendor list from the initiator of a purchase or ~~their~~ his/her designee, but the final selection of the vendors to be solicited and the solicitation will emanate from the Business Office.
3. All bids and/or quotations shall be mailed or delivered to the initiator.
4. Proposals will be reviewed by the initiator and the ~~Director of Business Services Business Manager~~ in light of the specifications and the best interests of the school district. The ~~Director of Business Services Business Manager~~ may utilize a consultant in analyzing proposals.
5. A recommendation will be forwarded to the Superintendent by the ~~Director of Business Services Business Manager~~ who, in turn, will submit a recommendation to the Board as required.

Legal Ref.: Sections 66.0901 Wisconsin Statutes

Cross Ref.: 672, Purchasing
672.3, Cooperative Purchasing
780, Insurance Management
851-Rule, Sales Advertising Exception
933, Construction Contracts, Bidding and Awards

Adopted: 10/11/82

Revised: 4/22/91
March 1994
October 12, 1998
April 2002
November 2005
XXXX, 2025