

PROCUREMENT CODE

Competitive Sealed Bidding:

- A. For contracts or purchases in excess of \$20,000.00 a Competitive Sealed Bid will be used to award the contract. The award of the contract shall be based upon the lowest, best bid price.
- B. The public shall be given notice of the invitation for bids for advertisement in the newspaper of largest circulation in the local jurisdiction at least once, not less than seven days no more than 21 days for the set date of the bid opening. The advertisement shall include the time and place the bids will be opened and the time and place where the specifications may be obtained.
- C. The bid shall be opened publicly at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and be open to public inspection.
- D. A contract shall be awarded with reasonable promptness by written notice to the responsive and responsible bidder whose bid is the lowest, best price. The district may allow the withdrawal of a bid where there is a error on the face of the bid document, or where the bidder presents sufficient evidence, sustained by bid worksheets, that the bid was based upon an error in the formulation of the bid price.
- E. The bidding process shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services.
- F. Requests for goods and/or services that cost less than \$19,999 or, are on an annual bid, or for which there exists a State Pricing Contract, are not required to be purchased through the competitive bidding procedure. However, the competitive bidding procedure may be used at any time to obtain competitive pricing. When the competitive bidding procedure is desired, the district shall follow the guidelines contained in this policy.

Rejection of Bids:

- A. The district reserves the right to reject any and all bids and to waive technicalities and minor irregularities in bids.
- B. Grounds for rejection include, but shall not be limited to:
 - 1. Failure of a bid to conform to the essential requirements of an invitation for bids;
 - 2. Failure to perform to specifications contained in or referred to any invitation for bids unless the invitation authorized submission or alternate bids and the alternate proposal meets the requirements specified in the invitation for bids;

3. Failure to conform to a delivery schedule established in an invitation for bids;
 4. Imposition of conditions which would modify the terms and conditions of the invitation for bids, or which would limit the bidders liability of the district under terms of the contract awarded on the basis of such invitation for bid;
 5. Failure of a bid, as determined in writing by the district to be reasonable in price;
 6. Determination that a bid was submitted by a bidder determined not to be reasonable;
 7. Failure to furnish a bid guarantee when such a guarantee is required by an invitation for bids.
- C. The basis for rejection of all bids and subsequent action taken with the respect through the invitation for bids shall be recorded in writing and filed in the bid file relating to the particular procurement.