

672.1 Bidding Requirements

The Williams Bay School Board recognizes that the purchasing of equipment and services represent significant expenditure. It is the policy of the School District to receive competitive prices when reasonable, on items purchased including supplies, materials, equipment, and contractual services. A bid or quote process may be used to obtain price comparisons. Purchases shall not be determined only on price but may take into consideration other factors such as quality and service.

Bids, quotations, and proposals for any capital item or any contract in the amount of \$15,000 or more shall be submitted in writing. The board reserves the right to require formal bids involving any amount if deemed in the best interest of the School District.

When bidding procedures are used, bids shall be advertised appropriately. When specifications are prepared, they will be sent to all suppliers who have an interest in bidding.

Formal bids shall be opened at a prescribed time and place, tabulated for study, and shall be available for inspection after opening.

Purchases will be made from the lowest and best bid submitted based on

- The lowest price
- The quality of the product
- The service provided for installation, maintenance, repair, guarantee of the product, and promptness of service.
- Proof of financial responsibility including, but not limited to, certificate of financial insurance based on Districts insurance carrier's recommendation

The District reserves the right to negotiate with the selected bidder, to reject any or all bids, any part of any bid, or to accept any bid that appears to be in the best interest of the school district.

Bids are not required for

- Textbooks, software, books, tapes, films, workbooks, periodicals, and educational materials directly related to a specific curriculum.
- Replacement parts for existing equipment
- CESA contracts
- Cooperative agreements with other school districts for the purchase of any product or service used by the district when such arrangements will be for the benefit of the district.
- Maintenance contracts where the maintenance is to be performed on a routine or as needed basis on specific equipment

Legal Reference: Wis. State Statutes Sections 120.12 (24), 66.0133

APPROVED: June 14, 2004, December 11, 2017, November 14, 2022