

<b>MARION SCHOOL DISTRICT 60-3</b>	<b>NEPN Code: DJE</b>
<b>FISCAL MANAGEMENT</b>	

**BIDDING PROCEDURES**

**SOLICITING PRICES (BIDS AND QUOTATIONS)**

All purchases of and contracts for supplies, materials, and equipment involving more than allowed by state statute shall be based on competitive bids.

Contractual leasing of equipment, buildings or other real estate and personal property for a period of not to exceed thirty (30) years, involving more than the amount allowed by statute shall be based on competitive bids.

The School Board shall designate that the bids shall be opened in the presence of the administration, that is, the superintendent or a designee and the business manager or a designee, and that the bids shall read aloud and tabulated at the time and place specified in the advertisement for bids received, with the tabulation to be presented to the school board at either the next succeeding special or regular meeting of the school board.

**Award of Contract**

All open market orders or contracts shall be awarded to the lowest responsible bidder, consideration being given to their conformity with specifications, the qualities of the articles to be supplied, their suitability to the requirements of the education system, the delivery terms, and the past performance of vendors.

**Procedure for Receiving Bids**

1. The administration 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 Superintendent or designee
  - b. The Business Manager or designee

**LEGAL REFERENCE:** SDCL – 13-20- School District Purchases and Contracts  
SDCL – 5-18 – Public Contracts Awarded on Competitive Bids

**1<sup>st</sup> Read:** October 10, 2011  
**2<sup>nd</sup> Read:** November 14, 2011  
**Approved:** November 14, 2011