

**FILE: DJE**

**BIDDING PROCEDURES**

When bids or multiple quotations for purchased items are sought in writing, the Board will be notified prior to issuing requests for such bids and/or quotations.

The Board's notice will include a brief written description of the items to be bid and the specifications, the date and time when bids/quotations are to be received and the location where detailed specifications are to be available for public review.

When bids are being requested for fuel, a specified spot price date will be used in the bid specification so that all bids would be quoted as of a given date.

A public notice will be issued stating the time and place that the sealed bids will be opened. All bids will be opened by the superintendent, or, in his/her absence, by a board member designated by the chair.

The Board of Directors reserves the right to accept or reject any and/or all bids.

LEGAL REFERENCE:           TITLE 5 MRSA SEC. 1743-A (ALL)  
                                  TITLE 20A MRSA SEC. 1314 (SAD)

CROSS REFERENCE:           DJ, Purchasing

Adopted:           March 14, 1995

Revised:           July 9, 2002