

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: November 21, 1991**  
**DATE REVISED: March 19, 1998**  
**DATE REVISED: January 19, 2004**  
**DATE REVISED: November 18, 2010**  
**DATE REVISED: April 19, 2012**  
**DATE REVISED: May 18, 2017**

**FILE SECTOR: FISCAL MANAGEMENT**  
**POLICY TITLE: BIDDING REQUIREMENTS**

It is the policy of the board of education to make large purchases when practical on the basis of the lowest bid price or requests for proposals. The board may reject the lowest price or bid if:

- There is a question or doubt the vendor or agent can meet the commitment, has failed to meet purchase agreements in the past, or the goods or services on the basis of previous experience or knowledge of the board of education were not satisfactory in quality.
- Events surrounding the original decision to purchase or bid have changed, thereby making it unnecessary or cost inefficient for the district to accept any or all bids.
- There are other circumstances as outlined in the original bid form or any other good and substantive reason that preclude acceptance of a bid.

In any event, all things being equal, the board of education may give preference to agents, vendors, or manufacturers residing in the school district. It is the intention of the board of education that all purchases be made in such a manner that all qualified suppliers have an equal opportunity to bid. The board of education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district.

Bids can be accepted by the district administrator without board notification for any single item or group of identical items costing up to \$50,000. The board must receive notification if the contract is over \$50,000.

Bids are not required for:

- Educational items such as textbooks and workbooks.
- Professional services such as attorneys and architects.
- Replacement parts or maintenance contracts for existing equipment or mechanical systems.
- CESA services utilized by the district.
- Services required to be furnished to employees as a result of an employment agreement approved by the board of education, except group health care benefits as required by law.
- Renewal of single source software licenses.

The district administrator is authorized to enter into cooperative agreements with other school districts or other organizations for the purchase of any product or service used by the school district, when such arrangements will be for the benefit of the district.

The board of education reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered unless approved by the finance committee.

**CROSS REFERENCE:** District Employee Handbooks as appropriate.  
**LEGAL REFERENCE:** §120.12(24) Wisconsin Statutes