

**BARNSTEAD SCHOOL DISTRICT
Bidding Requirements**

All contracts for supplies, materials, equipment, and services in the amount of more than \$2,500.00 shall be based, when feasible, on at least three competitive bids.

When bidding procedures are used, bids shall be advertised appropriately. When specifications are prepared, they will be mailed to all who have indicated an interest in bidding. Specifications will be prepared by the Administration and approved by the Board.

All bids must be submitted in sealed envelopes and plainly marked with the name of the bid. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any informalities in, or reject, any part of any bid. The Board reserves the right to negotiate with the bidder when all bids exceed the budgeted appropriation.

In the event that bids are rejected and the Board wishes to negotiate with the bidders, all bidders must be contacted to determine if they wish to negotiate.

The bidder to whom the award is made will be required to enter into a written contract with the District.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Revised: March, 2004

Revised: November, 1999

Revised: July, 1998

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