

**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**  
**DATE REVISED: May 22, 2023**

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

Medford Area Public School District Board of Education (BOE) policy is to make large purchases when practical on the basis of the lowest bid price or requests for proposals. The BOE may reject the lowest price or bid if:

- There is a question or doubt the vendor or agent can meet the commitment, or has failed to meet purchase agreements in the past, or the goods or services on the basis of previous experience or knowledge of the BOE 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 BOE may give preference to agents, vendors, or manufacturers residing in the school district. It is the intention of the BOE that all purchases be made in such a manner that all qualified suppliers have an equal opportunity to bid. The BOE 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.

**Competitive Bids**

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

Bids shall be sealed and shall be opened by the district administrator in the presence of at least one witness. A bidder may be required to submit a sworn statement regarding:

1. financial ability to complete the contract, including the posting of a bond where appropriate or required;
2. nature and quality of equipment to be used in performing the contract;
3. experience and past performance in performing the contract;
4. such other information the district deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

Such statements shall be delivered to the district no later than five days prior to the bid opening, or as directed by the applicable RFP, and shall be kept confidential by the district, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the district in qualifying the person/bidder or the district. The statements shall be reviewed and the bidder notified if it is qualified to submit a bid.

### **Debarred Contractors Excluded**

The district shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$50,000, the district shall require that each such contractor or subcontractor obtain certification from the General Service Administration that it is not a suspended or debarred contractor and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the district of that fact, which shall serve as sufficient grounds to terminate the contract as the district determines is appropriate.

### **General Provisions**

The BOE reserves the right to reject any and all bids.

The BOE shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

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 BOE, 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 BOE 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