

Notes on Bidding Requirements

All Purchases must adhere to the Lincoln County Schools Bylaws & Policies 8200.

- A. Purchase of commodities or services costing less than \$5000.00 bids are encouraged but not required.
- B. Purchases of commodities or services costing \$5000.00 or more but less than \$10,000.00
 - 1. Competitive bids are required.
 - 2. A minimum of three (3) verbal quotes must be obtained.
 - 3. Bids may be solicited by telephone, internet, mail or visiting the vendor.
 - 4. Documentation must be maintained of all quotes obtained.
- C. Purchases of commodities or services costing \$10,000.00 or more but less than \$25,000.00
 - 1. Competitive bids are required.
 - 2. A minimum of three (3) written bids must be obtained.
 - 3. A "No bid" is not to be considered a received bid, so sufficient requests should be solicited to assure that at least three (3) actual bids are received.
- D. Purchases of commodities or services costing \$25,000.00 or more but less than \$50,000.00
 - 1. Competitive bids are required and bids shall be solicited from at least three (3) known suppliers whenever practical, using advertising media such as newspapers, the internet, trade journals. And or mailings.
 - 2. The invitation for bids, shall include all specification and pertinent attachments, and shall define the items or services sufficiently for the bidder to properly respond.
 - 3. Any and all bids may be rejected if there is a sound documented reason.
 - 4. The request for bids shall be retained for public review and inspection during normal business hours. After the bid is awarded, all criteria and evaluations used in making selection, as well as all bids received from vendors shall be retained for public review.
- E. Purchases of commodities or services costing \$50,000.00 or more
 - 1. The solicitation for bids shall specify that the bids are to be received in the form of sealed bids.
 - 2. The request for bids shall be publicly advertised using legal advertisements in local newspaper.
 - 3. The invitation for bids shall include all specifications and pertinent attachments and shall define the items or services sufficiently for the bidder to properly respond.
 - 4. All bids will be publicly opened at the time and place specified in the invitation for bids.
 - 5. The request for bids shall be retained for public review before and after awarding.