DEERFIELD COMMUNITY	**CODE: 672.1**
SCHOOL DISTRICT	**DATE OF ADOPTION: 12-19-11**

QUOTATION/BIDDING REQUIREMENTS

The district shall solicit bids or quotations as follows:

1. The district shall solicit bids whenever required by law or a contract with a state or federal agency.

2. Except as otherwise provided, any purchase costing $3,000 or more, but $15,000 or less, may be made at the discretion of the Director of Business Services or the Superintendent and should be supported by at least three written price quotations when possible. When emergency repairs are necessary in order to prevent the closing of any school, repairs may be approved without first obtaining written price quotations.

3. Except as otherwise provided, any purchase costing more than $15,000 must be approved by the Board of Education and must be based on competitive bids. Exceptions shall be as follows:

    a. Textbooks and instructional media center books
    b. Replacement parts for existing equipment
    c. Cooperative Educational Service Agency (CESA) contracts and purchasing arrangements.
    d. Special service contracts/agreements
    e. Emergency maintenance projects that are necessary in order to prevent the closing of any school.
    f. Items purchased on state or federal bid contract

4. Quotes shall be solicited annually for all short-term loans approved by the Board. Funds shall be borrowed from the responsible organization offering the most favorable terms.

5. When purchasing insurance, the district shall obtain quotations whenever doing so is advantageous to the district.

The district reserves the right to reject any or all formal bids or informal quotations, waive technicalities, make adjustments in specifications or quantities and/or make selections based on best judgment.

LEGAL REFERENCES: Sections 66.0133 Wisconsin Statutes
120.12 (24)
120.13 (5) & (33)

CROSS REFERENCE: Administrative Rule 672.1, Quotation/Bidding Procedures
Board Policy 780, Insurance Management