

PURCHASING PROCEDURES

Any purchase of twenty-five thousand dollars (\$25,000.00) or more, shall require prior approval of the Board and comply with Board policy on purchasing.

All purchasers shall obtain competitive bids when any purchase of insurance, supplies or materials, other than textbooks, costing more than ten-thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00) is contemplated unless precluded by other regulation or statute.

If the purchase amount is equal to or exceeds twenty-five thousand dollars (\$25,000.00) a call for bids shall be published at least once in a newspaper of general circulation in the District.

The District shall reserve the right to reject any and all bids and to waive irregularities and informalities in the bidding. Contracts shall be awarded or purchase orders issued to the lowest responsible bidder after consideration is given to the conformity with specifications, the quality of the materials to be supplied, the suitability to the requirements of the project, the delivery terms and the past performance of the vendor. No contract or purchase order shall be divided for the purpose of avoiding this policy.

Items for which bids must be obtained may be described in the published call for bids by stating general requirements and making detailed specifications available to prospective bidders at the District's Central Administration Building.

Sealed bids and related documents shall be kept confidential until bids are opened. District staff shall not disclose offer, bids, or price quotations to competitors, except as necessary to conduct negotiations for District purposes, except as required by law. All contract negotiations and related documents are considered confidential until a contract is executed or all proposals are rejected.

If only one responsive bid is received, the District shall consider whether the potential bidders had adequate time to prepare and submit bids, whether bid amounts are reasonable and within the budget, whether delivery requirements may be made in time, and any other applicable conditions. If the bid process was satisfied, the purchase may be made in the best interests of the District by accepting the sole bid or rejecting it and initiating a new bid process.

If the bid process is completed and no responsive bids are received, the District will either rebid or process the contract as a sole source award pursuant to Policy File DJE.

No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. A conflict of interest would arise when the employee, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for contract.

Unless prohibited by law, the Superintendent or Chief Financial Officer may waive the requirements for bidding when it is determined that there exists a threat to the life, property, public health or public safety, or when immediate expenditure is necessary in order to protect against further loss or damage to property or to prevent or minimize a serious disruption in services. Emergency services shall be made with as much competition as is practical under the circumstances and will only be utilized for purchases necessary to alleviate the emergency.

Adopted: 12/9/2019

Legal Ref: Wyo. Stat. § 21-3-110