

Bidding Requirements

All contracts for and purchases of supplies, materials, equipment, and services in the amount between \$5,000 and \$25,000 shall be based on at least three competitive bids. All purchases may be made in the open market but shall be based on at least three competitive quotations unless a vendor is on the Massachusetts approved vendor list. In all instances the District shall abide by the applicable state laws governing competitive bidding.

All contracts and all open market orders will be awarded to the lowest responsible, qualified supplier, taking into consideration the following factors.

1. The quality of the articles or services supplies.
2. Their conformity with developed specifications.
3. Their suitability to the requirements of the educational system.
4. Delivery terms.
5. Applicable state laws.

When bidding procedures are used, bids shall be advertised appropriately. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

The School Committee reserves the right to reject any or all bids or any part of any bid, and it reserves the right to accept that bid which appears to be in the best interest of the Town of Harvard.

Any bid may be withdrawn prior to the scheduled time for the opening of bids.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.

LEGAL REF.: [M.G.L. 30B](#)

Adopted: June 3, 1974

Amended: January 9, 2017