

## **BIDDING REQUIREMENTS**

In accordance with law, the Board will 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 amount of the purchase of insurance, supplies or materials other than textbooks 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. When any school building is to be built costing fifty thousand dollars (\$50,000.00) or more or when any repairs, additions or improvements costing fifty thousand dollars (\$50,000.00) or more are to be made to any school building, facility or other district property, the board shall obtain competitive bids and publish a call for bids in a newspaper of general circulation in the state at least once each week for two (2) consecutive weeks. The district shall reserve the right to reject any and all bids and to waive irregularities and informalities in the bidding. No contract shall be divided for the purpose of avoiding this paragraph. 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 administrative headquarters. The requirements of this paragraph shall not apply to the procurement of professional services of architects, engineers or surveyors when the board seeks to procure professional services pursuant to W.S. 9-2-1027 through 9-2-1033.

The Board shall also comply with all state requirements pertaining to bid bonds, performance bonds, late bids, mistakes in bidding, etc., as set forth in the Purchasing Policies and Procedures Manual for Wyoming Schools. In accordance with law, the Board will give preference to bidders resident in the State of Wyoming, provided service, quality and price are substantially equal. In-state bidders shall be favored with up to a 5% price differential.

The district will seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age, or disability. No favoritism will be extended to any vendor. Each order will be placed on the basis of quality, price, delivery, and past service may be considered. No person officially connected with or employed by the district may have responsibility for or participate in bid development for the district, contracting with vendors, or purchasing supplies, materials, equipment or services who is an agent for or has monetary or beneficial interest in or receives any compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or services to the district.

LEGAL REFS: 16-6-101; 16-6-102(a); 21-3-110(a)(viii), as amended 2019

Adopted: October 4, 1994  
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