## **Bidding Procedures 2023-2024**

## WHAT IS THE ESTIMATED COST?

Less than \$24,800 \$24,800 or more Commodity Supplies - goods, Open Market Purchase Capital Improvement Project: An improvement materials, equipment, property, etc No bids required by of buildings or grounds in which labor is involved (other than district labor) law **\$75,000**+ \$24,800 - \$74,999 If estimated cost is If estimated cost is \$50,000 or more: less than \$50,000: Issue invitation Solicit at least two to bid and in writing from Consult **22-9-203** on Best practice is to public notice vendors advertising, bid, bond, get multiple quotes, and license not required by law Public opening Once bids are to take bids requirements with witness(es) received. to evaluate bids complete Bid Award to Immediately after bids **Summary Sheet** appropriate vendor are received, complete Award bids and a Bid Summary Sheet notify bidders Contact all vendors Contact all vendors concerning the concerning the results of results of the the bidding bidding Project may begin Commodities may be purchased