

## **NEW SALEM/WENDELL SCHOOL COMMITTEE**

### **PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of law.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

For any supply or service over \$50,000, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school district.

A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$50,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30:39M](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

**NOTE: The cross reference is to a closely related policy in this manual.**

**NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.**

Reviewed by New Salem/Wendell Policy Committee: 2-2-23

First Reading by New Salem/Wendell School Committee: 3-2-23

Second Reading, First Vote by New Salem/Wendell School Committee: 4-06-23

Final Vote by New Salem/Wendell School Committee: 06-14-23