

ORANGE WINDSOR SUPERVISORY UNION

ROYALTON SCHOOL DISTRICT

BID POLICY

The Royalton Board of School Directors will advertise and solicit public bids as outlined in Vermont Statutes, Title 16, Paragraph 559. The Statute and Section 9000 of the State Board of Education Manual of Rules and Practices will be the guideline for bidding procedure.

Bidding Procedure:

When the Royalton Board of School Directors has deemed it necessary or desirable to request a Public Bid the Board will, subject to Board Approval, authorize the Superintendent of Schools to:

1. Develop bid specifications for the item or service to be purchased and submit specifications to the Royalton Board for approval.
2. Identify a list of potential responsible bidders (a minimum of three) for the item or service in question.
3. Disseminate the bid specifications by:
 - A. Directly soliciting bid proposals from the list of prospective bidders identified above in #2.
 - B. To the extent the Board deems appropriate, advertise the request for bids in the area or regional newspaper(s) of general circulation.
4. Present all responses to the solicitation and advertising to the Royalton Board for review and either rejection or awarding of the bid.
5. Notify all respondents of outcome of bid process.

Date Reviewed: 11-4-03

Date Warned: 12-4-03

Date Approved: 12-16-03

This policy **REVOKES** and **SUPERCEDES** the policy adopted on 12-7-95.

