

All contracts for, and purchases of, supplies, materials, equipment, and contractual services in the amount of \$3,000.00 or more for a single purchase order or for a related group of purchase orders will be based, when feasible, on at least two competitive bids or quotations.

All contracts for, and purchases of, supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$10,000 or more, will be based, when feasible, on at least three competitive bids or quotations unless waived by the Milford School Board.

Special arrangements may be made for ordering perishable and emergency supplies or repairs.

When bidding procedures are used, bids shall be advertised appropriately (e.g., in local / community newspapers, website, etc.). Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Board reserves the right to waive any formalities 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 Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder.

The bidder to whom the award is made may be required to enter into a written contract with the District, which may require bonding, security deposit, and retainer.

The Superintendent shall have the authority, on behalf of the School Board, to accept bids less than \$20,000.

Adopted: 11/4/2025