

E.C.S.D. ADMINISTRATIVE REGULATIONPURCHASES SUBJECT TO BID

All supplies, equipment and services (other than certain professional services) procured by the district by purchase, contract or agreement shall be subject to bidding whenever the aggregate value of such acquisition exceeds the dollar limitation stated in NRS 332.039, unless exempted by law.

Preparation of bid specifications shall be supervised by the appropriate Director and the Superintendent, who shall, following Board approval, be authorized to advertise for bids in accordance with statutory procedures. Records shall be kept in sufficient detail to show that the number of qualified vendors, pursuant to NRS 332.039, were invited to bid.

The bids may be opened publicly by the Board present at a regular or special meeting as specified in the bid advertisement. The superintendent may, with prior permission of the Board of Trustees, open bids to be taken under advisement at a time other than at a regular or special meeting. In the event the superintendent is granted permission to open bids, such bids will be opened in the Board room of the districts administrative offices and the public shall have the opportunity to attend. In such instances, the Board of trustees reserves the right to accept or reject any or all bids, to re-advertise, or to purchase under a state contract. Furthermore, the Trustees reserve the right to accept the bid that serves the best interest of the school district.

Whenever a contractor shall submit a bid for the performance of work and contractor later claims a mistake, error or omission in preparing the said bid, the contractor shall, before the bids are open, make known the fact; in such case the bid shall be returned unopened, and the contractor may submit another bid provided such submission occurs by the stated deadline for receipt of bids.

In the event a mistake, error, or omission is discovered by the bidder after the bids have been opened, the bidder shall immediately give written notice of withdrawal that includes a statement of the facts causing the mistake, error, or mission and the bidder's certification that it was not caused by any careless act of omission on his part in the exercise of ordinary care in examining the plan and specifications. In the case of forfeiture, the bidder shall not be entitled to recover the monies or certified check forfeited as liquidated damages.

ADOPTED: 03/10/92

REVIEW RESPONSIBILITY: (3000.6 REG)

REVISED: 01/08/19