

## Milton Town School District

### Policy

#### **E107: BIDS AND QUOTATIONS**

For purchases greater than \$5,000 dollars and less than \$15,000, three quotes are required. These quotes may be verbal and will be documented and included with the purchase order (**See E107-F: Purchase Order Explanation/Justification**).

Board will be informed when purchase exceeds \$5,000 dollars.

Purchases that exceed \$10,000 dollars require 3 quotes and board approval

When the cost of any school building, improvement, supply, equipment, maintenance, repair or transportation service of any sort, is equal to or greater than \$15,000, bids from at least three vendors (if possible) shall be sought and bids should be in writing.

VSA Title 16 §559, or its successor, will be followed. When the cost of any school building, improvement, supply, equipment, maintenance, repair, or transportation service of any sort exceeds the sum of \$15,000, the Board of School Trustees shall publically advertise or invite three or more bids from persons deemed capable of providing the items or services to be purchased. Bid results that exceed \$15,000 will be presented to the Board. The Board reserves the right to reject any or all bids. A statement of this effect shall be included in every request for bids.

*Date Warned: 02/10/2016*

*First Reading: 02/29/2016*

*Second Reading & Date Adopted: 02/29/2016*