

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 672.1

QUOTATION/BIDDING PROCEDURES

1. The Director of Business Services shall assist staff in the development of specifications for any purchase which requires quotations or competitive bids under Board policy. Bid forms and specifications shall be furnished to suppliers/contractors who are interested in bidding.
2. Bidding instructions and specifications shall be clear, complete and conducive to competitive bidding.
3. Bids shall be sealed and opened at a prescribed time and location. Bids shall be available for study by those who are interested but shall not be removed from the District Office.
4. Successful bidders shall be notified of awards in writing or in the form of a purchase order.

APPROVED BY THE SUPERINTENDENT: April 9, 2003