

**Public Lettings**

**3305.1**

Whenever goods, servicing or repair of equipment, construction or remodeling, or other items needed for the operation of the school district have been identified by the superintendent of schools as falling into the category of items to be secured through public lettings, a recommendation will be made to the board of education to enter into a public bid letting process for the acquisition of items. Once the board of education has agreed to proceed with the process the superintendent of schools shall initiate the following:

- I. Identify current vendors or suppliers of the goods or services and notify the individuals that the board of education has agreed to enter into a public, competitive bidding process for a stated period of time for receiving the goods or services. The vendors or suppliers will be invited, in writing, to submit bids which could result in supplying the goods or services.
- II. Create or have created a set of written specifications describing the goods or services desired. Known vendors will be supplied with these specifications, and a general outline of these specifications shall be published in one or more newspaper(s) of at least district-wide circulation, including the district news paper of record, for a period of time of not less than two consecutive weeks.
- III. In addition to specifications for items or services the bid letter will contain the following:
  - A. In order that the amount of the bid remain totally anonymous until all bids are opened, vendors or suppliers are to be informed that all bids must be in sealed envelopes and delivered to the school on or before the time indicated in the announcement requesting bids. Bids will not be accepted by FAX. All bids must be in sealed envelopes and marked as "BID" and returned to the school.
  - B. Vendors or suppliers of services shall be responsible for describing in detail any deviation from the listed specifications.
  - C. The board of education reserves the right to reject any or all bids for any reason and shall not be obligated to accept the lowest bid.
  - D. Such other information as set forth by statutes and is common to public bid lettings for the State of Nebraska and its governmental subdivisions.

The board of education shall consult with legal counsel as to the need for securing performance bonds, on-sight insurance, or other school district liabilities for construction or remodeling projects.

Legal Reference:	§73-101 §73-105	Public Lettings, How Conducted Public Lettings, Violations, Penalties.
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§73-106	School District, Construction, Remodeling, or Repair of Building, Advertise for Bids, Exception.
§79-10,120	Board of Education, Special Fund for Sites and Buildings, Levy of Taxes.
§81-855	Engineers and Architects, Public Works, Supervision by Registered Engineer or Architect Required, Exception.