

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 606.2  
FINANCES**

**BIDDING PROCEDURES**

Certain purchases of materials, supplies, and services require a formal bidding process or a formal Request for Quote or Request for Proposal (RFQ, RFP) process in accordance with the Nevada Revised Statutes. Purchases in each category are explained below:

**Purchases Requiring Formal Bids**

Formal bids are required on purchases of a single item or like items where annual usage is \$100,000 or more. Refer all purchases in this category to the Purchasing Department. All requests must be accompanied by a written authorization to bid and purchase issued by the site administrator or budget authority. Copies of all bid information, including original documents, tabulations and awards, must be maintained in the Purchasing Department for seven (7) years from the date of award.

A Bid Award Recommendation for capital projects, supplies and/or services must be submitted to the Director of Operation Services for approval; expenditures of \$100,000 or more require the additional approval of the Director of Fiscal Services or the Superintendent. Formal bids will be awarded with a contract, purchase order, notice of award and, if needed, notice to proceed. All formal awards will be attached to a corresponding purchase order for permanent record and posted on the School District's website under the Purchasing Department's "Bid Opportunities Bulletin Board."

**Purchases Requiring Quotes**

If the estimated amount required to perform the contract or make the purchase is more than \$50,000, but less than \$100,000, a request for quotes must be submitted to three (3) or more vendors, if available, and written quotes obtained via mail, fax, e-mail or original hard copy. This process will be performed by the Purchasing Department.

Purchases between \$15,000, but less than \$50,000 require two (2) quotes. Copies of submitted quotes must be kept on file at the site and available for public inspection. This process will be performed by the requesting site. The Purchasing Department can assist with this process and can provide RFQ forms. All items awarded through such quotes shall be procured with a standard purchase order and, when needed, a letter of award. All quotes will be attached to a corresponding purchase order for permanent record.

Nothing in this regulation prohibits the Carson City School District or its authorized representatives from advertising and/or using formal bidding procedures for contracts or purchases under the \$50,000 threshold.

**REGULATION No. 606.2 - CONTINUED**

It is strongly recommended that competitive pricing be obtained and two (2) quotes received for purchases between \$5,000 and \$15,000.

Reference: NRS Chapter 332

Adopted: July 1, 1983

Revised: October 2003

June 15, 2007

May 10, 2011

July 12, 2016

October 22, 2019