

I. PURPOSE

This policy aims to ensure that public funds are spent in a prudent way in the provision of facilities, equipment, materials, and supplies.

II. DEFINITIONS

- A. Contract: An agreement entered into by Athlos Academy of St. Cloud for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

III. POLICY

- A. Notwithstanding exceptions as outlined in Minn. Stat. 123B.52 and Minn. Stat. 471.345, a public bid process is required to be followed for any contract exceeding \$100,000.
 - 1. Bids must be advertised in the official newspaper for at least two weeks.
 - 2. A bid notice must state the time and place of receiving bids and contain a brief description of the subject matter.
 - 3. Except for as described in section E, a contract must be awarded to the lowest responsible bidder.
 - 4. The person to whom the contract is awarded shall give a sufficient bond to the board for its faithful performance.
 - 5. A record must be kept of all bids, with names of bidders and amount of bids, and with the successful bid indicated thereon.
- B. For contracts exceeding \$25,000, but not \$100,000, Athlos Academy of St. Cloud may collect sealed bids or may directly negotiate a contract by receiving at least two quotations, where possible.
- C. For contracts of \$25,000 or less, the contract may be made either upon receipt of two quotes or in the open market, at the discretion of the governing body.
- D. All quotes received as a result of this policy shall be held for a minimum of one year.
- E. All contracts under this section may award a contract to a quote or bid exhibiting a best value, as described in Minn. Stat. 16C.28(1).

1. In order to make use of this section, the solicitation document must state the relative weight of price and other selection criteria.

Legal References:

[Minn. Stat. 123B.52](#) (*Contracts*)

[Minn. Stat. 471.345](#) (*Uniform Municipal Contracting Law*)

[Minn. Stat. 16C.28](#) (*Contract; Award*)