

## DKF Quote Requirements

The purchase of supplies, materials, and equipment will be based whenever possible on competitive bids in accordance with the law.

An effort will be made to procure multiple bids for all purchases in excess of \$1,000. The School Committee will award the purchase order to the lowest responsible, qualified bidder, taking into consideration the quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, and the delivery terms.

During the summer, the School Committee chairperson is empowered to act alone and award purchase orders to the lowest responsible bidder.

Adopted 5/6/75

Revised: date of manual adoption & 4/10/90, 2/23/98

LEGAL REF.: M.G.L. 43:28, 30-B