

**JEFFERSON CITY SCHOOL DISTRICT  
 BID DOCUMENTATION FORM**

Project or Product:	Date:
Location/School:	Completed by:

Bidders/Vendors contacted:		
1.	Date:	Bid: \$
2.	Date:	Bid: \$
3.	Date:	Bid: \$
4.	Date:	Bid: \$

Bidder/Vendor selected:	Date:
Selected by:	PO#:
<b>FACILITIES ONLY:</b> Prevailing wage project? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If low bidder was not selected, reason why:

**The following General Rules for Purchases shall apply:**

- Vendor Cost Comparison or Verbal bids for items less than \$3,500
- Verbal or Written quotes for items \$3,500 to \$50,000 or written documentation of why that is not possible.
- > \$50,000 at least 3 written quotes or written documentation of why that is not possible.
- If considering a Request For Proposal (RFP) contact the Business Office.
- Construction projects \$50,000 or more must be advertised in the newspaper.
- Contracts \$15,000 or more must be reviewed and approved by the Board of Education prior to execution unless meets exceptions in DJF and DK; less than \$15,000 can be entered into without Board approval prior to execution but require Board notification at the next Board meeting.

**Attach written bids to this form.**