

### Bids - Opening and Tabulation

Section 1. General. If the total purchase of any materials exceeds \$150,000 or the total rental payments exceed \$150,000, and no alternate purchase method is to be used, the Corporation will give public notice and receive bids for such purchases as required by the laws of the State of Indiana. The notice of time and place for receiving bids will be given by publication in two (2) local newspapers with two (2) insertions one week apart.

Section 2. Bid Opening Procedure. The Bid Opening Committee for the Corporation shall consist of the Chief Financial Officer, Manager of Financial Services, Deputy Treasurer, Director of Technology, Director of Facilities, and Director of Transportation. Two members of this committee must be present for a bid opening. Bids shall be received at the School Administration Office or at the site designated in the Notice to Bidders. The Bid Opening Committee shall have no authority to accept or reject bids. All bid openings shall be open to the public.

Section 3. Tabulation. The Manager of Financial Services shall tabulate the bids and report the tabulation and recommendations for award of the bid to the School Board.