

**Riverside Cemetery District
Board Policy**

BIDDING PROCEDURES

Policy 58

In an attempt to assure that all interested persons who desire to do business with this district are afforded an equal opportunity to do so, the district shall obtain competitive bids when any building is to be built or any repairs, additions, or improvements costing more than \$20,000 are to be made for any district property or when any purchase of insurance, supplies or costing more than \$20,000 is contemplated unless precluded by appropriate regulations or Wyoming Statutes. When the amount exceeds \$20,000, a call for bids shall be published at twice at least seven (7) days apart in the newspaper of general circulation in the district. No contract shall be divided for the purpose of avoiding this provision. When items are less than \$20,000 but not greater than \$5,000.00, the Board will receive competitive quotes and determine the quote to be accepted based on the needs of the district.

Prior to requesting any bid over \$20,000, Board approval must be obtained. If approved by the Board, then competitive bids, where appropriate, will be obtained and if appropriate, a notice calling for bids will be published. **All bids for work will require contracts and shall be in writing and shall provide for advertisement of final payment pursuant to Wyoming Statute.** Advertising is required for the purchase or lease of new vehicles and/or equipment regardless of the threshold. If trade-ins are included in the purchase or lease, it must appear in the advertisement.

Items for which bids must be obtained may be described in the public call for bids by stating general requirements and making detailed specifications available to prospective bidders at the administrative offices.

The District shall reserve the right to reject any or all bids or quotes or to accept any bid or quote which in its sole and absolute judgment, under the circumstances, best serves the district's interest. No bids or quotes shall be considered which are received after the time mentioned and any bid or quotes received after the scheduled time shall be returned to the bidder unopened. The district may further require up to thirty (30) days from receipt to determine acceptance of bid(s) or quotes.

All bids must be submitted in sealed envelopes and all bids will remain sealed until opened in public by the Office Manager and Board Secretary or designee on the specified date and time. A determination will be made as to who is the lowest responsible bidder. A recommendation will be made to the Board at its next regular meeting. The Board may approve the bid recommendation, but reserves the right to take the bid under advisement pending further review.

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Wyoming statutes requires that bidders post a bid bond or bid guarantee with any and all bids. In addition a bidder/contractor must provide documentation of insurance to include the type and amount as well as the amount of liquidated damages if any which are to be provided for in the final contract documents.

Where applicable, preference will be given to Wyoming contractors as provided in Wyoming Statutes.

Legal Reference:

WS-9-8-301 (1977) et seq.

WS-16-6-101 et seq.

WS-15-1-113

Adopted: 11/9/2004