* + **Competitive Bidding Policy**
* The Hopkins District Library will seek competitive bids for all projects/purchases/services anticipated to cost over $2500. Purchases of standard library materials including books, media, periodicals, software, and office supplies are exempt from this policy.
* Advertising: Requests for bids shall be advertised in two general circulation newspapers located within the service area of the library. Bid advertisements must appear at least two weeks in advance of the bid deadline. Advertisements will include a brief statement of the project, submission deadline, instructions to obtain full specifications at the library, notification of public bid opening, and staff contact information.
* Bid Submissions and Opening: All bids must be sealed and delivered to the library by the posted deadline. Any bids that arrive after the posted deadline will not be considered. Bids must include proof of appropriate business license and appropriate insurance coverage. Bids will be publicly opened by the Library Director and/or a Trustee. Any bidder may attend the opening.
* Awarding of Contracts: The Board of Trustees will discuss the qualifying bids at the next scheduled meeting of the board following the bid opening. The Board of Trustees reserves the right to reject all bids and/or cancel a proposed project if costs are too high. When costs, qualifications, and other considerations are comparable the Board of Trustees reserves the right to give preference to bidders located within the Library’s service area.