

Bidding Procedures

All contractual services and purchases of supplies, materials and equipment in the amount of \$1,000 or more shall be based on competitive quotations or prices. Those contractual services and purchases of supplies, materials and equipment in excess of \$10,000 shall be put to bid. This shall not apply, however, to professional services or instructional **services or** materials. Other purchases may be made in the open market, but shall, when possible, be based on competitive quotations or prices.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they shall be mailed to all merchants and firms who have indicated an interest in bidding.

All bids shall be submitted in sealed envelopes, addressed to the Board, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate district officials or employees at the time specified, and all bidders shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

The vendor to whom an award is made shall be required to submit to the district proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the district. Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction or food services as required by law. The contracting entity is responsible for any costs associated with the background check.

Adopted: 11/12/87

Revised: 04/13/95, 08/11/11, 05/07/13

Reviewed by Board of Education: 11/09/17

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) (*board required to adopt bidding procedures*)
C.R.S. 22-32-122 (4) (*background check provision required in service contracts*)
C.R.S. 24-18-201 (*public official's interest in contract*)

CROSS REF.: BCB, School Board Member Conflict of Interest
DJB*, Federal Procurement