

## **Bidding Procedures**

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

### **Competitive selection**

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

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.

### **Pre-qualification**

With regard to materials or services for which bids are required, the superintendent or designee will develop a procedure to pre-qualify bidders. Suppliers will be invited to have their names placed on mailing lists to receive information about pre-qualifying. When specifications are prepared, they will be mailed to all merchants and firms who have pre-qualified. Only pre-qualified bidders may submit bids.

### **Response receipt and opening**

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

### **Awarding a bid**

The bidder to whom an award is made will 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 must 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.

Adoption date: 1-13-2016

Revised: 3-8-2017 Non-substantial revision 11-4-2021

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) (*board required to adopt bidding procedures*)  
C.R.S. 22-32-109.7 (*board duties regarding the employment of personnel*)  
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 REFS.: BCB, School Board Member Conflict of Interest  
DJB\*, Federal Procurement