

Bidding Procedures

All contractual services and purchases of supplies, materials and equipment in the amount of \$10,000 or more except professional services, will be put to bid. This does not apply, however, to contracts for 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 district 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.

Response receipt and opening

All bids must be submitted to the district designee following the RFP (Request for Proposal) process. Bids may be opened in public by appropriate district officials or employees at the time specified, and all bidders shall 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 will 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 shall be responsible for any costs associated with the background check.

Adopted: Prior to 2017
Revised: February 2017
Revised: September 2020

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.:

Board policy:

SSG-8, Asset Protection

Administrative policy:

DJB, Federal Procurement