

## BIDDING PROCEDURES

All contractual services and purchases of supplies, materials and equipment shall be bid as follows:

\$ 0 - \$2000	No bids required
\$ 2,001 - \$4,000	Oral bids required
\$ 4,001 - \$6,000	Written bids required
\$ 6,0001 and up	Formal bidding procedure

This shall not apply, however, 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.

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

All bids shall be submitted in sealed envelopes, addressed to the Director of Finance, 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 bidder to whom an award is made shall be required to submit to the district proof of liability insurance and when appropriate, proof of worker's 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 of food services as required by law. The contracting entity is responsible for any costs associated with the background check.

Revisions adoption date: November 18, 2014

Legal note update: February 28, 2018

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 REFS. BCB, School Board Member Conflict of Interest  
DJB\*, Federal Procurement

*NOTE 1: Criminal background checks provided pursuant to this policy shall, at a minimum, meet the requirements of C.R.S. 22-32-109.7 and may include any other requirements of the district. Under section 109.7, CDE is required to advise districts only as to whether a prospective employee has been convicted of a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Districts may wish to require service contractors to report all convictions for any person working directly with students.*

*NOTE 2: If the district receives federal funds, the district is required by the federal Uniform Grant Guidance (UGG) to adopt procurement procedures specific to purchases made with federal funds, in whole or in part. See, CASB sample policy DJB\*, Federal Procurement and accompanying sample regulation, DJB\*-R.*