

D-15 (DJE) Bidding Procedures

All contractual services and purchases of supplies, materials and equipment in the amount of \$25,000 or more 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.

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 Superintendent or designee 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 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.

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: 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.

Revised: ~~October 28, 2015~~; June 19, 2017 (**reference only*)

D-15 (DJE) Quotations Requirements and Guidelines

Except as otherwise authorized by School District policy, the following process shall be followed in School District purchasing activities:

- A single purchase under \$5,000 may be made by the Administration, based upon the best obtainable price and quality, without soliciting bids or quotations.
- A single purchase between \$5,000 and \$15,000 may be made by the Administration on the basis of three separate telephone, written or verbal quotations.
- A single budgeted purchase over \$15,000 and not subject to the competitive bidding process may be made only after the presentation of at least three separate written quotes to the Superintendent of Schools or Chief Financial Officer for review.
- The quotation requirements herein do not apply when it is impractical to secure three quotations or formal bids because of: 1) unavailable local vendors or contractors; 2) franchises; 3) fair trade items; 4) time limitations; or 5) items of state contract. In such event, the administrator granted final approval at each monetary level shall make every effort to secure the best price and shall document the basis for action.

When purchases are made by the School District where it is not possible, practical or otherwise not to the advantage of the School District to obtain three quotations or to enter into a formal bidding procedure, the Superintendent of Schools may authorize purchases, subject to ratification by the Board of Education when indicated by policy or guideline.

The Superintendent of Schools or the Board of Education, whichever has the ultimate responsibility pursuant to this policy, may waive irregularities or omissions and approve purchases even though the preceding policy has not been followed precisely or there have been variations in compliance with specifications. In such event, the reasons for the waiver shall be documented. Any bid, quote or offer may be rejected or accepted as determined to be in the best interest of the School District.

No purchase shall be made by the School District, and no purported purchase shall be valid and binding, unless made in substantial compliance with School District policy.

Revised: October 28, 2015