

Bidding Procedures

All contractual services and purchases of supplies, materials, and equipment that exceed \$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.

With regard to materials or services for which bids are required, the executive director 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 indicated an interest in bidding. Only pre-qualified bidders may submit bids.

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 BOCES 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 BOCES.

The bidder to whom an award is made shall be required to submit to the BOCES proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the BOCES.

Adopted: May 10, 1984

Revised: July 12, 1996
June 29, 2010
January 14, 2016
May 11, 2017

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 for services performed for a school or with students*)
C.R.S. 24-18-201 (*public official's interest in contract*)

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