

## Bidding Procedures

All contractual services and purchases of supplies, materials and equipment in the amount of \$5,000 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 Board, 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.

Two other options (as approved by CASB and the State Purchasing Office of Colorado Bids for Goods and Services "Colorado VSS" are)

**BuyBoard** is an online purchasing cooperative designed to streamline the purchasing process and help its members make confident buying decisions. By combining purchasing power, **BuyBoard** members are able to leverage better pricing from vendors they may already use. With a wide variety of products and vendors to source, the Cooperative is saving members time and money—not only from the price of the products, but also from the convenience and efficiency created in procuring products. This procedure for bidding is approved by Colorado Association of School Boards.

**Colorado Vendor Self Service (ColoradoVSS)** is the vendor-facing component of the CORE system. Most State Agencies and many Institutions of Higher Education are posting solicitations for goods and services as well as construction notices in ColoradoVSS.

- Vendors can register for free and update account information
- Vendors do not need to be registered in VSS to view and respond to solicitations
- NIGP commodity codes are used to identify products or services offered by vendors
- Email notifications (for new solicitations) are sent based on commodity codes selected
- In order to ensure the integrity of our vendor records, we verify information through Dun and Bradstreet
- For a complete listing of where solicitations are being posted, please visit the State Purchasing Office website.

Adopted: January 1975  
Revised: March 13, 1979  
Revised: November 10, 1987  
Revised: December 13, 1988  
Revised: October 4, 2011  
Revised: April 6, 2012  
Revised: September 3, 2013  
Revised: April 18, 2017  
**Revised: May 21, 2019**

**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