

## **Bidding**

All contractual services and purchases of supplies, materials and equipment in the amount of \$10,000 or more shall be put to bid. This shall not apply, however, to professional services or instructional materials. Other purchases may be made in the open market, but shall, when possible, be based on competitive quotations or prices.

All requests for bids and proposals for materials, supplies and provisions shall contain the words: "Preference is hereby given to materials, supplies and provisions produced, manufactured or grown in Colorado, quality being equal to articles offered by competitors outside the state."

All contracts and all open market orders may be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they shall be mailed to all merchants and firms who have indicated an interest in bidding.

All bids shall be submitted in sealed envelopes and plainly marked with the bid number and the time of the bid opening. Appropriate district officials or employees shall open bids in public at the time specified, and all bidders shall be invited to be present.

Bidding shall be open and unrestricted; however, the district shall not be obligated to solicit bids from every supplier for every requirement, and shall make awards to those vendors submitting bids and quotations in the best interest of the district.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the district.

The bidder to whom an award is made may be required to enter into a written contract with the district.

Adopted: 1971  
Revised: January 1977  
Revised: January 1992

Revised: October 1995  
Revised: June 1998  
Revised: April 2001  
Revised: June 2002

LEGAL REFS: C.R.S. 22-32-109(1)(b)  
C.R.S. 24-18-201

CROSS REFS: DJB, Purchasing