

## Bidding Procedures

This policy directs bidding by Mapleton Public Schools (the “District”). All contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$75,000 or more shall be put to bid. This shall not apply, however, to contracts for 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.

All bids shall be submitted in sealed envelopes, addressed to the Board of Education, 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.

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.  
Revised June 27, 2017.*

### LEGAL REFERENCES:

C.R.S. § 24-18-201 (*public official’s interest in contract*)

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*)

### CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

DJB: Federal Procurement