

## **Bidding Procedures**

All contractual services and purchases of supplies, materials and equipment in the amount of \$2,500 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 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 will 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 may 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.

Adopted: June 12, 1979

Revised: May 25, 1993

Revised: October 12, 2010

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) *(Board required to adopt bidding procedures)*  
C.R.S. 24-18-201 *(public official's interest in contract)*

CROSS REF.: BCB, Board Member Conflict of Interest

Swink School District #33, Swink, Colorado