

## BIDDING REQUIREMENTS

It will be the policy of the Board of Education to ask for bids on most major purchases from the various suppliers.

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 of the state."

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.

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, 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 enter into a written contract with the district.

Bid bonds shall be offered as required by law.

Adopted: 6/17/80

Reviewed: 4/98

LEGAL REFS.: 1973 C.R.S. 8-18-102  
1973 C.R.S. 22-32-109 (1) (b)

CROSS REF.: [DJF](#), Purchasing Procedures