

About the District

Adams 12 Five Star Schools engages and inspires all students to innovate, achieve and succeed in a safe environment by ensuring high quality instruction in every classroom, every day.

The Five Star District represents five unique communities in Colorado: Broomfield, Federal Heights, Northglenn, Thornton and Westminster. In addition, the district's boundaries include portions of two counties – Adams and Broomfield. As of March 2016, Adams 12 Five Star Schools serves over 39,000 students in 53 schools.

Contact Us

Vendors are required to transact their business with the Purchasing Department and are not permitted in schools or other departments for the purpose of making sales calls. Please visit us at the website below to learn more about our department and to schedule a sales call or demonstration.

PURCHASING DEPARTMENT
1500 E. 128th Ave.
Thornton, CO 80241

www.adams12.org/vendors



Doing Business with Adams 12 Five Star Schools



Adams 12 
Five Star Schools

How we buy

General Purchases

- General district purchases of \$5,000 or less - \$3,000 or less if using a fund 22/grant - is at the discretion of the purchaser to determine the best and appropriate method for purchase, unless a district contract has been established.
- For general purchases of goods or services with a total amount greater than \$5,000 - greater than \$3,000 if using a fund 22/grant - but \$25,000 or less, a minimum of three informal proposals must be obtained.
- For general purchases of goods or services with a total amount greater than \$25,000, a minimum of three written or electronically submitted proposals must be obtained through a formal solicitation process.

For more information see Policies 3300 and 3320 available at www.adams12.org.

Capital Construction/Facilities Maintenance Purchases

- Construction and facilities maintenance purchases of \$15,000 or less is at the discretion of the purchaser to determine the best and appropriate method for purchase, unless a district contract has been established.
- For construction and facilities maintenance purchases totalling greater than \$15,000 but \$50,000 or less, a minimum of three informal proposals must be obtained.
- For construction and facilities maintenance purchases with a total amount greater than \$50,000, a minimum of three written or electronically submitted proposals must be obtained through a formal solicitation process.

For more information see Policy 3320 available at www.adams12.org.

The district's Purchasing Department is charged with conforming to Superintendent and Board of Education Policies, Local and State Regulations and the NIGP Code of Ethics.
www.nigp.org/home/about-nigp/who-we-are/code-of-ethics

Opportunities

The district's Purchasing Department is a member of the Rocky Mountain Governmental Purchasing Association (RMGPA) and the Institute for Public Procurement (NIGP).

The Rocky Mountain E-Purchasing System

As of February 2014, the district posts solicitation opportunities on the Rocky Mountain E-Purchasing System (RMEPS/BidNet) site. RMEPS provides a way for local government agencies across Colorado and Wyoming to more effectively notify vendors of solicitation opportunities. Solicitation documents and related addenda are posted on this site. Vendors are requested to obtain official solicitation information from this site.

Vendors can now visit this one site to have instant access to solicitation opportunities for Adams 12 Five Star Schools, as well as, additional opportunities from other agencies throughout Colorado and Wyoming. **Vendors must register with RMEPS to be able to access and download solicitation documents.** There is no fee to register, however, vendors may sign up for e-mail or fax notifications for a fee. Vendors who sign up for notifications will receive potential solicitation opportunities from RMEPS that may applicable to their identified product/service offerings.

- Vendors who do not choose to register for notifications through RMEPS/ BidNet are responsible for monitoring the status of the posted bids and related documentation on their own.
- Formal bids and requests for proposals (RFPs) must be sealed and submitted according to the terms and conditions stated in the solicitation document(s). Electronic, facsimile or verbal submittals are not acceptable, unless specifically requested in the solicitation.
- It is the responsibility of each potential vendor to monitor the RMEPS website regularly in order to be aware of business opportunities and review changes or addenda to bids, quotes or proposals. RMEPS Vendor Support Phone Number: (800) 835-4603

For more information, visit <http://www.bidnetdirect.com/colorado>

The district participates in cooperative purchasing efforts, such as the State of Colorado, CEPC, MAPO, and other state and national cooperative opportunities, when in the best interest of the district.