

## **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 will be put to bid. This does not apply, however, to contracts for instructional services or materials. Other purchases may be made in the open market but will, when possible, be based on competitive quotations or prices.

### **Competitive Selection**

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

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.

### **Response Receipt and Opening**

All bids must 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 will be opened in public by appropriate District officials or employees at the time specified, and all bidders will be invited to be present.

### **Awarding a Bid**

The bidder to whom an award is made will 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 must 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.*

*Revised January 26, 2021.*

### **LEGAL REFERENCES:**

C.R.S. § 22-32-109(1)(b) (*board required to adopt bidding procedures*)

C.R.S. § 22-32-109.7 (*board duties regarding the employment of personnel*)

C.R.S. § 22-32-122(4) (*background check provision required in service contracts*)

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

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest DJB: Federal Procurement