

## **Bidding Procedures**

All contractual services and purchases of supplies, materials, and equipment in the amount of \$2,500 (with the exception of Capital Reserve which shall be \$5,000) 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 or services desired and their contribution to program goals.

When bidding procedures are used, bids shall be advertised or bidders otherwise notified by letter when the bidders are limited in number. 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 Director of Finance or his/her designee 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.

Eagle County School District 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. Any bid received after the time and date specified shall not be considered. Any bid may be withdrawn prior to the time scheduled for the opening of bids.

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.

### **Sole Source Purchases**

When there is a request to purchase a specific product or to use a specific vendor, the following information is required to justify the purchase. The justification must include specific business reasons stating why the purchase should not be made competitively.

- The unique features of the product requested must be identified.
- If there are other similar products available, explain the reasons why those products will not meet district needs.
- If maintenance costs are an issue, evidence must be provided to identify problems or benefits.
- If service is an issue, evidence must be provided to identify problems or benefits.

Sole source purchases will be made when good reasons are given and approved by the Director of Finance.

LEGAL REFS.:       C.R.S. 22-32-109 (1) (b)  
                      C.R.S. 24-18-201

CROSS REF.:        BCB, Board Member Conflict of Interest  
                      DJB, Purchasing Procedures