

Bidding Procedures

Written, sealed bids from two or more firms shall be invited on all purchases of goods and services for the District costing more than \$25,000. Professional services are exempt from this requirement. The District will comply with all applicable federal purchasing requirements in the expenditure of federal funds including the prohibition of conducting business with suspended and debarred parties. The Purchasing Manager shall be responsible for checking all vendors against the Excluded Parties List System (EPLS) before issuing any purchase order or contract equal to or exceeding \$25,000. Purchases of goods and services costing more than \$100,000 per unit shall also require the approval of the Board of Education. Bids valued under \$25,000 can be requested by designated personnel with purchasing responsibilities in the Purchasing, Information Technology, Transportation and Operations and Maintenance Departments.

If the Purchasing Department determines that it is advantageous to the District to request written sealed bids for purposes below the set dollar limit, it may do so at any time.

Bid specifications shall be written in such a manner as to stimulate competition among all levels of sales, manufacturing and service organizations such as vendors who handle the same lines, vendors who handle competitive lines, and manufacturers of competitive lines. The administrative unit requesting the purchase when feasible shall be responsible for writing and verifying all specifications. Assistance from the Purchasing Department shall be available.

In situations where it is not possible to develop detailed specifications, a request for proposal (RFP) process shall be used. The Purchasing Department shall be responsible for coordinating the development of a set of objective criteria to be used as a basis for evaluation of these proposals. Requests for proposals shall be mailed to and submitted from vendors in the same manner as prescribed for competitive bids.

On occasion, because of a need to maintain uniformity or to satisfy certain technical requirements, it may be appropriate to seek a product or service from a sole source or to stipulate one brand or manufacturer. Written documentation for this need shall be required.

The Purchasing Department shall have the authority and duty to ask reconsideration of specifications or quantity of material if, in its opinion, the interests of the District may be better served.

The following requirements shall be met for all bids:

1. Known and qualified vendors shall be invited to bid. If only one bid is received, the Purchasing Department shall investigate and document the reasons.

2. All written, sealed bids shall be facilitated through the Purchasing Department.
3. Sufficient time for submission of bids shall be allowed.
4. Stipulations, specifications and terms and conditions shall be complete.
5. Bids shall be opened publicly at the time specified in the bid request.
6. Recommendations for award should be read in an open meeting to which all bidders are invited.

Central supply and food service stock items shall be purchased in accordance with the above guidelines. However, due to the volume and continuing nature of such warehouse purchases, procurements shall be considered pre-approved. Reporting to the Board shall be included in the annual bid approval process.

Any bidder may withdraw his bid if a written request for withdrawal is received by the Purchasing Department prior to the time set for opening of bids. No bidder may withdraw his bid after the time of the bid opening except in the case of an obvious error. In this event, the bid may be withdrawn but not changed. Second-chance bidding shall not be allowed.

Barring extenuating circumstances, the award of a purchase order or contract shall be made to the lowest responsible bidder who meets the qualifications for quality, price, terms and service. The District reserves the right to reject any and all bids in part or in whole.

In an effort to seek participation from local vendors, the Purchasing Department has posted their vendor application on the District website and works with the City of Longmont and Boulder County to host vendor education forums. The Board is interested in using qualified local vendors when applicable. Large contractors are encouraged to give consideration to local subcontractors and merchants in the selection of products and services.

If two or more bidding firms are equal in price and other factors and one firm is located within the boundaries of the District, the local firm shall receive the order. State businesses would receive preference over out-of-state businesses in the case of a tie, but, in other cases, the Purchasing Department shall make the award by drawing lots or by dividing the order, using whichever method is most advantageous to the District.

After the bids have been opened and tabulated, they shall be available for those interested to copy or study in the appropriate office. Open records requests will be compiled with to the extent of the law, but original documents shall not be removed from the Purchasing Department.

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. Any written contract shall 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 shall be responsible for any costs associated with the background check.

Emergency Purchasing

If adhering to this policy would cause a condition which likely would result in physical injury to persons, damage to District property or significant financial loss to the District, limited emergency purchases may be made without following competitive bidding procedures provided the Superintendent or designee authorizes such purchases. Such deviation from policy shall be reported to the Board if the amount of the purchase exceeds \$100,000.

Adopted November 19, 1968
Revised November 11, 1978
Revised April 25, 1984
Revised November 17, 1993
Revised to conform with practice June 8, 1994
Revised December 10, 1997
Revised May 21, 2003
Revised April 11, 2007
Revised June 24, 2009
Revised January 11, 2012
Revised March 14, 2012

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) Board of Education – specific duties
C.R.S. 22-32-122 Background check provision required in service contracts
C.R.S. 24-18-201 Interests in Contracts
C.R.S. 24-92-104 (1)(b) Exemptions

CROSS REFS.: BCB, Board Member Conflict of Interest
DJB, Purchasing Procedures
FEG, Construction Contracts Bids and Awards

St. Vrain Valley School District RE-1J, Longmont, Colorado