

BIDDING PROCEDURES

Bids and Quotations

Except in case of an emergency when delay of a purchase could adversely affect the health, welfare, or safety of students, District employees, the general public, or place an excessive financial burden on the District, purchases will be handled as follows:

1. \$0 - \$100 - Petty Cash
2. \$100 - \$1,000 - Direct Purchase

Any local school site authorized administrator or budget coordinator/holder may issue a purchase order direct to the vendor without competitive bidding. Vendor catalogs and literature may be used as a source for pricing. Informal telephone, fax, or written quotations may be obtained if significant savings are anticipated.

3. \$1,001 - \$20,000 – Informal Telephone Bid/Written Competitive Bids

Estimated one-time purchase or annual contracts costing greater than \$2,500 but not more than \$20,000 must be made through unsealed written competitive bidding. The purchasing department will solicit written competitive bids from a minimum of three (3) qualified sources. Bids require approval of the purchasing agent prior to award.

4. \$20,001 - \$50,000 - Formal Competitive Bids

Written sealed bids will be solicited from a minimum of five (5) qualified sources, where the estimated total cost of goods or services is greater than \$20,000 but not more than \$50,000. These bids will be opened publicly at the time specified in the bid request. All formal bids require approval of the purchasing agent and superintendent or designee prior to award.

5. \$50,001 and above - Formal Competitive Bids with Superintendent or Designee Approval and Board Approval

Written sealed bids will be solicited from a minimum of five (5) qualified firms, where the estimated total cost of goods or services is greater than \$50,000. These bids will be opened publicly at the time specified in the bid request. All formal bids require approval of the purchasing agent or designee prior to award. Approval by the superintendent or designee and the Board is also required.

Specifications

Specifications will be written in such a manner to stimulate competition among all levels of sales, manufacturing, and service organizations such as vendors who handle the lines, or vendors who handle competitive lines. The purchasing department, in cooperation with the administration unit requesting the purchase and the end user, will be responsible for writing all specifications.

The purchasing department has the authority and duty to request reconsideration of specifications or quantity of material requisitioned, if in the opinion of the department, the interests of the District may be better served.

Withdrawal of Bid

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 bids. No bidder may withdraw his bid after the time of the bid opening except in the case of an obvious error, as determined by the purchasing department. In this event, the bid may be withdrawn but not changed. Second chance bidding will not be allowed.

Award of Bid

The award of a bid shall, barring extenuating circumstances, be made to the lowest responsible bidder who meets the qualifications for quality, price, terms, and service. However, the District reserves the right to reject any and all bids/proposals in part or in whole and to accept that bid/proposal which appears to be in the best interests of the District. 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 will receive the order. In other cases, the purchasing department will make the award by drawing lots or by dividing the order, using whichever method is most advantageous to the District.

Public Information on Bids

After the bids have been opened, tabulated, and awarded, they shall be available for those interested to copy or study. They shall not, however, be removed from the purchasing department. Requests for proposals are not subject to public inspection until a recommendation of award is made.

Specific Products/Vendors

When there is a request to the purchasing agent to purchase a specific product or to use a specific vendor, the following information will be required:

- a. Detailed information is required to support purchases from a single vendor.
- b. Unique features of the product requested must be identified.
- c. If there are other similar products available, the reasons why these products will not meet District needs must be described.
- d. If maintenance costs are an issue, evidence of past maintenance problems or benefits must be provided.
- e. If service considerations are an issue, evidence of past service problems or benefits must be provided.
- f. All requests for purchases of a product or service from a single vendor must be approved by the local site administrator or budget holder and purchasing department.

Adopted: November 1, 1994

Revised: December 3, 2002

CROSS REFS.:

DJ, Purchasing, and subcodes (all relate to purchasing)

Douglas County School District Re. 1, Castle Rock, Colorado