

Bidding Procedures

All contractual services and purchases of supplies, materials, and equipment in the amount of \$2,000 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 (services) desired and their contribution to program goals.

When bidding procedures are used, bids shall be advertised appropriately. 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 Board, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate [charter school](#) officials or employees at the time specified, and all bidders shall be invited to be present.

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 [charter school](#).

The bidder to whom an award is made may be required to enter into a written contract with the [charter school](#).

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

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

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Lake George Charter School