



## Open Bid Procedure

### **Background/Contribution to Mission:**

In the construction of facilities, it is the District's goal to hire a qualified contractor at the lowest price. The public bidding process allows the District to use its resources wisely.

### **Policy:**

All projects involved in capital improvements shall follow the public bidding process described below in order to determine the lowest responsible bidder for a given project.

### **Procedures:**

1. Capital projects with an anticipated construction cost that exceeds \$65,000 must be publicly bid in accordance with C.R.S. 32-1-1001(d).
2. The Project Manager determines the scope of work and bidding elements for the project and directs the Contract Administrator to place an advertisement requesting bids in accordance with C.R.S. 32-1-103(15).
3. Public Works staff completes the bid documents at the Project Manager's direction.
4. Public Works staff distributes plans, maintains a log of plan holders and issues any addenda at the Project Manager's direction.
5. The Project Manager conducts a public bid opening and reviews the bids.
6. The Project Manager makes a recommendation to the Board of Directors for award of the contract.

Public bids are published in the Douglas County News Press and in the Daily Journal. Interested parties can subscribe for a fee to the Daily Journal ([www.dodge.construction.com](http://www.dodge.construction.com)) to see public bids online.