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 available on the Rocky Mountain E-Purchasing System, which is a bid notification system. Visit www.bidnetdirect.com/colorado/highlandsranchmetrodistrict to see opportunities. All vendors and contractors who wish to do business with the Metro District can register for free at www.bidnetdirect.com/colorado/.

Public bids are also 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) to see public bids online.