

## **BUILDINGS AND SITES — Series 900**

### **901 Site Acquisition and Building Construction**

#### **901.10A Construction Contract Bidding**

A listing of procedures to be followed:

1. The Board of Education shall adopt proposed plans and specifications, proposed terms of contract and set a date for a hearing on the plans, specifications, form of contract and cost of the project.

The Board of Education shall publish a notice of the hearing on the plans, specifications, form of contract and cost of the project in a newspaper designated for official publication in the district at least ten days prior to the hearing.

1. After the hearing, the Board of Education may make amendments to the plan, specifications and terms of contract or reaffirm its original plan and adopt a motion indicating that it is proceeding with the project. A time and date must be set as a deadline for receiving and opening bids. (If the Board determines that changes in the project are necessary, a motion should be made to adopt the revised plans, specifications and terms and set a hearing date for the new project. If the scope of the project is changed, the new proposed plans and specifications should be adopted and a new hearing held as provided in paragraphs 1, 2 and 3 of this procedure.)
2. The Board of Education shall advertise for competitive sealed bids in two publications in a newspaper designated for official publication in the county in which the work is to be done. The first publication must be at least fifteen days prior to the date set for receiving bids.
3. All bids shall be accompanied by a deposit of money, certified check or certified share draft in a separate envelope as security that the bidder will do the work. The amount of the deposit, check or share draft must be stated in the advertisement for bids. The amount, determined by the Board of Education, must be at least five percent and not more than ten percent of the estimated total cost of the project.
4. The superintendent shall review the bids and make a written recommendation to the Board of Education, stating the reason for recommendation.
1. The Board of Education shall let the work to the lowest responsible bidder based upon total cost considerations, including, but not limited to, the cost of construction, availability of service and/or repair and completion date. The Board of Education may reject all bids if none are acceptable.

2. All certified checks or deposits of money will be returned to the unsuccessful bidders as soon as possible after the successful bidder is determined.

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