



OBTAINING BIDS AND QUOTATIONS

The Board is cognizant of its fiscal responsibility in the planning of any and all building projects. Vital to the project, is an accurate and realistic estimate of costs for the project. The Board, with the advice and counsel of the architect-engineer and professional district staff shall determine the estimated project cost which shall form the basis for the actual financing of the project.

The Board recognizes and accepts the fact that a competitive bidding procedure will usually result in the most financially advantageous results to the Board in all building projects. Accordingly, it shall be the general practice to seek competitive bids on all such projects.

All competitive bids shall be sought on the basis of detailed written job specifications as compiled by the school architect-engineer and shall be in conformity with the job specifications. The Board does reserve the right to accept bids that are a variance with the written job specifications if it is deemed to be in the best interests of the school district.

A detailed plan for bid-seeking shall be established that will include advertising and soliciting for bids to ensure as broad a response as possible.

All bids shall be in writing and properly sealed to be eligible for consideration by the Board. Also, written, sealed bids shall be received and in the hands of a delegated Board authority at or before the deadline time designated in the bid advertisements. No bids received after the deadline shall be accepted for consideration.

All written and sealed bids shall be opened at a public meeting at the time and place designated by the Board. Contractors are encouraged to be in attendance.

Only the Board has authority to approve change orders from the final plans and specifications. The Board may choose to authorize the District Administrator or building/grounds and transportation committee to tentatively authorize change orders during construction. However, the Board must take official approval action after the fact in such cases.

All change order requests shall be in writing stating the specific details of the proposed change, reasons for the change and effects on costs.

The total Board shall have the final authority to accept bids on a given building project. The Board is naturally desirous of getting the lowest bid possible for economic reasons. However, of even greater importance is the need to employ contractors who are responsible, reputable and experienced and who can produce a quality project for the district. The Board also feels that some special consideration should be given to local bidders on a job.

In considering all bids on a project, the Board will accept those bids which the Board feels are the best for the school district.

The contract for the successful bidder shall be deemed as having been awarded when the Board of Education has taken action at a regular or special meeting. The awardee shall receive formal notice of the awarding of the contract, as well as the architect.

Cross Reference: 932.2 Correcting Errors and Withdrawing Bids

Adopted: October 1975

Revised: September 1986

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