

## CHAPTER 7.00 - BUSINESS SERVICES

7.111

### SCHOOL CONSTRUCTION BIDS

#### POLICY:

- (1) School construction bids shall be the immediate responsibility of the Superintendent or designee. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.
- (2) The Superintendent or designee shall be responsible for the preparing of the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education rules and contains the information needed by the prospective bidders to include the following:
  - (a) Date, time and place relating to submitting of bids;
  - (b) Procedures and required forms for presenting bids;
  - (c) Conditions and terms for receiving bids;
  - (d) Procedures to be followed in opening and presenting bids to the School Board; and,
  - (e) Conditions for awarding contracts based on bids.
- (3) Bid bonds shall be required on new construction and any renovations or remodeling exceeding two hundred thousand dollars (\$200,000.00).
- (4) These provisions shall be followed for construction bids:
  - (a) The bid time and date shall be established by the School Board after the Superintendent's recommendation.
  - (b) Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after

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the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. The time and date received shall be written on the envelope along with the initial of the person accepting unopened envelope. This shall be retained for audit purposes.

- (c) All bids shall be opened, read aloud, and recorded in the presence of all persons including three (3) witnesses who will sign a certification that the bids were not opened until the proper time.
  - (d) Each bid may be required to be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
  - (e) Unless all bids are rejected by the School Board for valid reasons, the contract shall be awarded to the lowest responsible bidder meeting all requirements and specifications.
  - (f) When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.
  - (g) The School Board may reserve the right to approve all subcontractors.
- (5) The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.

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- (6) All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1006.07; 1006.21; 1006.28; 1012.22;; 1013.37; 1013.371; 1013.372;1013.46; 1001.43; 1003.02; 1003.57; 1003.58

HISTORY:

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