

CHAPTER 8.00 - AUXILIARY SERVICES

SCHOOL CONSTRUCTION BIDS

8.50*

- (1) All 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 preparing 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) Pre-qualifications of bidder;
 - (C) Procedures for presenting bids;
 - (D) Conditions and terms for receiving bids;
 - (E) Procedures to be followed in opening and presenting bids to the School Board; and,
 - (F) Conditions for awarding contracts based on bids.
- (3) The advertisement for bids shall be published in at least one (1) local newspaper having circulation in the district. Such advertisement shall be published at least once each week for three (3) consecutive weeks and the last notice shall appear at least one (1) week prior to the opening of bids.
- (4) In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.
- (5) Bid bonds shall be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars (\$25,000.00).
- (6) 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

CHAPTER 8.00 - AUXILIARY SERVICES

received; no other bids shall be accepted and no bid may be withdrawn after the deadline.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 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. Bids received by mail shall be stamped with the time and date received by the Purchasing office.

- (C) All bids shall be opened, read aloud, and recorded in the presence of all persons.
 - (D) Each bid shall 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) The Board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.
 - (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.
- (7) 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 systems, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.
 - (8) 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.

CHAPTER 8.00 - AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 255.04, 287.055; 287.057,
1001.43, 1013.46 - .48, F.S.

HISTORY: **ADOPTED: 01/08/2004**
REVISION DATE(S): _____
FORMERLY: FEG