

## BUILDINGS AND SITES

### Series 800

#### POLICY TITLE PUBLIC IMPROVEMENT CONTRACT BIDDING PROCEDURES No. 802.10

A listing of procedures to be followed for public improvements subject to competitive bidding:

1. The Board shall adopt proposed plans and specifications, proposed form of contract, and estimated total cost of the project, and set a date for a hearing on the plans, specifications, form of contract and cost of the project.
2. The Board shall publish a notice of the hearing on the plans, specifications, form of contract and cost of the project in a newspaper designed for official publication in the district at least four days but not more than twenty days prior to the hearing.
3. After the hearing, the Board may make amendments to the plans and specifications and form of contract and cost of the project, or approve its original proposal and adopt a resolution 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 and specifications and terms of contract and cost and set a hearing date for the new project as provided in paragraphs 1, 2 and 3 of this procedure.)
4. The Board shall seek competitive sealed bids by posting a notice to bidders in (1) a relevant contractor plan room service with statewide circulation. (2) a relevant construction lead generating service with statewide circulation and (3) on an internet site sponsored by either the school district or the Iowa State Association of School Boards. The posting must be made at least thirteen days but not more than forty-five days prior to the date set for receiving bids.
5. All bids shall be accompanied by a bid security as specified by the district as security that the bidder will do the work. The amount of the bid security must be stated in the notice to bidders. The amount, determined by the Board, must be at least five percent and not more than ten percent of either the estimated total cost of the project or the amount of each bid.
6. The Superintendent in consultation with the architect/engineer or other designated personnel shall review the bids and make a written recommendation to the Board, stating the reason for the recommendation.
7. The Board shall award the contract to the lowest responsive, responsible bidder. The Board may also elect to reject all bids if none are responsive or deemed to be in the best interest of the district.

8. All bid security will be returned to the unsuccessful bidders as soon as possible after the successful bidder is determined or within sixty days of the bid date, whichever is sooner.
9. The bid security may be retained by the Board of Directors if a successful bidder is unable to obtain a satisfactory performance bond, labor and material payment bond, and certificate of insurance or execute the approved form of contract within the timelines provided for in the bid documents.
10. Only bonds from companies that meet the state insurance statutes and have been certified acceptable by the state insurance commissioner will be acceptable in connection with the submission of bids and final contract documents.
11. Formal contract documents may include, but are not limited to, the following:
  - a. form of agreement
  - b. instructions to bidders and all bid documents
  - c. performance bond - labor and material payment bond
  - d. general and special conditions of contract for construction
  - e. certificates of all required insurance
  - f. plans and specifications
12. All formal change orders require a written request and approval by the Board. Unless the Board votes otherwise on a specific project, the Board grants authorization to the Superintendent or his/her designee to approve change orders up to \$25,000. For change orders greater than \$10,000 and less than \$25,000, the Board will be notified in advance of the planned authorization. The Board will also then be subsequently notified of all authorized change orders at the next meeting. Change orders in excess of \$25,000 shall first be approved by the Board at a board meeting.
13. If necessary, and instead of any damages for non-performance or lack of completion at a specified time will be enforced in every case unless justification for failure to meet specified completion dates has been substantiated in writing and accepted by the Board.

Date Approved: March 9, 1992

Last Date of Reviewed: October 10, 2016

Last Date Revised: October 24, 2016