

CHAPTER 8.00 - AUXILIARY SERVICES

School Construction Bids

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- (1) All school construction bids shall be the immediate responsibility of the Superintendent. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.
- (2) The Superintendent 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 submission 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) These provisions shall be followed for construction bids:
 - (a) The bid time and date shall be established by the Superintendent.
 - (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the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline.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 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 District office.
 - (c) All bids shall be opened publicly, read aloud, and recorded in the presence of all persons.

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- (d) 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.
 - (e) The Superintendent shall develop guidelines for payment to contractors during construction of all capital outlay projects. The guidelines shall include a Schedule of Values, Monthly Request for Payment, Payment for Stored Materials and / or equipment, Waiver of Lien, Retainage and Final Payment.
- (4) For all projects greater than \$200,000, a bid bond in the amount of 5% of the base bid shall be required.
 - (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.
 - (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.
 - (7) The Superintendent may recommend to the School Board the award of a contract or the purchase of materials, for the construction, modification, alteration, or repair of a District-owned facility from a sole source supplier under the following conditions:
 - (a) It is determined that the specification of a sole material or system is justifiable based on its cost interchangeability, compatibility and / or franchise or patent, or other limitations after considering all available alternative materials and systems.
 - (b) The sole source specification has been recommended by the architect or engineer of record.
 - (c) The Superintendent documents in writing all action taken on such purchases or contracts and files it in the project file.

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STATUTORY AUTHORITY: 1001.42, F.S.

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

HISTORY: ADOPTED: 08/18/98
REVISION DATE(S): 11/21/06