BIDDING PROCEDURES

Procedures – Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for such project are forty thousand dollars ($40,000) or more. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidder, or representatives of the bidders, when the hour is reached for the bids to close.

2. Regular Manner of Advertisement for Bids: The notice to bidders for any project shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date Designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement For bids as it may determine appropriate to secure a sufficient number of qualified Bidders for the scope of the project.

3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidder, or representatives of the bidders.

4. Additional Procedures: Labor and material bonds in the amount of the contract shall be provided by the person to whom the contract is awarded in a sum not less than the contract price, except for projects with a total cost of five thousand dollars ($5,000) or less, unless required by the bid notice or contract documents. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference:	Neb. Statute 73-101	-
Student Discipline Act	73-106	
	52-118	

Approved _____ Reviewed _____ Revised _____