

CHAPTER 8.00 - AUXILIARY SERVICES

SCHOOL CONSTRUCTION BIDS

8.50+

- (1) All school construction bids shall be the immediate responsibility of the Superintendent or facility 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 facility 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.
- (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. The advertisement shall include the statement that the Board reserves the right to waive minor informalities in the bid and reserves the right to reject any and all bids.
- (4) In addition to the publishing of the advertisement for bids, the advertisement for bids shall be sent to at least three (3) prospective bidders.
- (5) Bid bonds shall be required on new construction and any renovations or remodeling exceeding one hundred thousand dollars (\$100,000).
- (6) These provisions shall be followed for construction bids:
 - (a) The bid time and date shall be established by the Superintendent or his facility designee.
 - (b) Bids shall be opened at the designated time stated 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the person presiding shall inquire if all bids have been received; no other bids shall be accepted, and no bid may be withdrawn after the deadline.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 which cannot be classified as sealed bids shall not be accepted. Bids received by mail or hand-delivered shall be stamped with the time and date received by the Facilities office.
 - (c) All bids shall be opened, read aloud, and recorded in the presence of all persons.

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- (d) Each bid exceeding \$100,000 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 within the time limit stated in the advertisement for bids and 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 design professional. 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 and approval by the design professional and the facility designee.
- (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 system, 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.
 - (9) All educational facility contractors must be pre-qualified to place construction bids. Pre-qualification requirements will be determined by rules approved by the Board ([Pre-Qualification Procedures for Educational Facility Contractors](#)).

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LAWS IMPLEMENTED: 255.074; 287.055; 287.057;
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