

## PROCESS FOR COMPETITIVELY BIDDING PROJECTS COSTING OVER \$100,000

This applies to procurements exceeding the statutory minimums required by law (established as \$100,000 in January 2007) that require formal advertising and bidding by policy 703.4.

- Have architect or engineer prepare proposed plans, specifications, form of contract and estimated total cost to determine that the competitive bid process applies. The superintendent shall be notified and will approve all drawing and specifications when they are in final draft form.
- Set the bid security amount for the project before publishing the advertisement for bids (a/k/a “notice of letting”). The amount of the bid security must equal at least 5%, but not more than 10%, of the estimated total cost or the amount of each bid. A cashier’s check, certified check, certified share draft or approved bid bond may all be used as bid security.
- Advertise for bids by publishing notice more than 20 days, but not more than 45 days before the date set for receiving bids in a newspaper published at least once weekly and having general circulation in the district. The school district may also publish in contractor publications or “contractor plan room service” if the notice is also posted on the school district’s website.
- The advertisement for bids (“notice of letting”) must contain the following information:
  - i. Time, date and place for filing sealed proposals
  - ii. Time and place sealed proposals will be opened and considered
  - iii. General nature of the project
  - iv. Requirement for bid security
  - iv. Any other information the school district deems pertinent
  - v. May include that bids will be received under one contract or in parts
- Publish notice of hearing on plans, specifications and form of contract and estimate of cost by publishing the notice not less than 4 nor more than 20 days before the date of hearing in a newspaper published at least once weekly and having general circulation in the district. The award of the contract may not be held until the school board approves the plans, specifications, form of contract and estimated total cost of the project following the hearing. Because of the different publication timeline requirements for the notice of letting and the notice of hearing, school districts will not be able to do combined notices of hearing and letting. The Board can still, if it chooses, have the hearing on the plans and specs the same night as the bids are awarded. It will just require two notices in the paper.
- The Superintendent and District Treasurer shall also be notified of all bid opening dates.
- Open bids on the project. The board delegates the duty of receiving and opening bids and announcing the results to the District Treasurer. Upon receipt by the District Treasurer, each bid and modification should be time and date stamped but not opened. The deadline set for the submission of bids shall be strictly adhered to, and bids received after the deadline will be returned to the bidder unopened. The sign in the Education Service Center lobby will state the time, date, and place designated in the invitation for Bids and project to be bid upon on the day of the bid opening. The District Treasurer or designee shall open bids

and modifications precisely at the time indicated and will read the bids, modifications, bid bond and announce each bid to those in the designated room. In the event there is a tie with bids, an attorney should be called in to meet with the low bidders and determine if a coin toss or a paper drawing meets their approval for determination as to who will be recommended for award of the bid. A list of bids and the recommended successful bidder and their bid will be prepared by 3:00 p.m. on the second business day after completion of the bid opening and will be available for the bidders, the press, Master Builders of Iowa, and other interested parties. If all bids are rejected, that information will also be made available. It is the responsibility of the Superintendent to make recommendation and the reason for it to the Board for construction contract bids. The District Treasurer shall make recommendations (if any) to the school board at its next open meeting.

- The school board must award the contract to the lowest, responsive, responsible bidder. Otherwise, the board may reject all bids received, fix a new date for receiving bids and order publication of a new notice to bidders.

ADOPTED: 1/5/00  
4/5/07

Reviewed: 11/13/03, 4/5/07, 3/7/12, 3/7/19