

POLICY 7.10

5-F I recommend the Board approve the proposed revised Policy 7.10, to be entitled "Construction Bid Procedures."

[Contacts: Joe Sanches, 357-7573; and Sharon Swan, 434-8214.]

Development

CONSENT ITEM

- This revision updates the Policy to reflect the current DOE State Requirements for Educational Facilities (SREF).
- The proposed revision was reviewed and approved by CORC and the Chief of Facilities.

1 POLICY 7.10
2 CONSTRUCTION BID PROCEDURES
3

- 4 1. When Bids Are Required. As required by SREF § 4.2(2) and Fla. Stat. § 255.20,
5 the bidding process shall be used to award all construction, remodeling, or
6 renovation/addition projects for any educational plant or ancillary facility amounting
7 to two hundred thousand dollars (\$200,000) or more and electrical projects of fifty
8 thousand (\$50,000) or more unless other contract processes authorized by law are
9 used.
- 10 2. Required Notice. ~~When a contract is to be let for new construction, remodeling or~~
11 ~~the renovation of or addition to any educational plant or ancillary facility amounting~~
12 ~~to fifty thousand dollars (\$50,000) or more, and~~ Regardless of whether ~~or not~~ the
13 construction documents were required to be submitted to the Office of Educational
14 Facilities Construction, Florida Department of Education, a legal notice shall be
15 published for projects estimated to cost two hundred thousand dollars (\$200,000)
16 or more and electrical projects estimated to cost fifty thousand dollars (\$50,000) or
17 more, giving briefly the essential information relating to the construction project.
18 Further, construction projects costing less than \$200,000 which will be completed
19 with contracted services shall be advertised a minimum of one week. and
- 20 3. Content of Notice. The notices mentioned in section (2) ~~should~~ shall include ~~ing~~ at
21 least the following, pursuant to SREF § 4.2(2)(a):
- 22 a. Project name and name of the School Board.
- 23 b. Location of the project.
- 24 c. A statement giving the location where bids are to be filed.
- 25 d. Date, time and place of opening bids.
- 26 e. Brief statement of work contemplated ~~and identification of location of work by~~
27 ~~project name.~~
- 28 f. Where and when plans and specifications will be available, including whether
29 a deposit or charge is required.
- 30 g. Any other information that may be helpful to prospective bidders, such as the
31 requirements for bid bonds and deposits for plans and specifications, notice of
32 any pre-bid conference, bid security, insurance, and whether the Board
33 intends to waive minor technicalities.
- 34 4. Timing of Notice. The legal notice shall be published once each week for three
35 (3) consecutive weeks as required by SREF § 4.2(2)(b), on the same day of the

36 week. All official advertisements shall be published in a newspaper of general
37 circulation in this county to comply with the provisions of Chapter 50, Florida
38 Statutes.

39	Project Cost	Successive Weeks Published
40	\$50,000 to \$200,000	1
41	\$200,000 to \$500,000	2
42	\$500,000 and above	3

43 The last such notice shall appear at least seven (7) days prior to the date set for
44 the opening of bids. Any correction or change in advertisement shall be made at
45 least seven (7) days prior to the final date set for opening of bids; however, the
46 original date set for opening of bids may be changed and extended at any time
47 within the final seven (7) day period provided the notice to bidders is published
48 again for one (1) time at least seven (7) days prior to the new bid date as set forth
49 above, and each known prospective bidder is notified in writing of the change.

50 5. **Availability.** Plans and specifications shall be available to prospective bidders
51 within a reasonable time after their initial request. In addition to publication of the
52 notice, the Board shall require that the invitation to bid be mailed or delivered to not
53 less than three (3) prospective bidders and/or shall be distributed to area plan
54 review rooms, pursuant to SREF § 4.2(2)(c).

55 6. **Bid Content.** Contractors shall include information, as required by law, with their
56 bid, such as, but not limited to:

57 a. assurance of conformance with Public Entity Crime Law, Fla. Stat. §
58 287.133(2)(a) and

59 b. a reference to the trench safety standard, where relevant, and written
60 assurance that the contractor will comply with the Trench Safety Act, Fla. Stat.
61 §§ 553.60 through 553.64; and

62 c. subcontractors listed in the bid shall not be replaced without cause, once the
63 list has been opened and made public, in accordance with Fla. Stat. §
64 255.0515.

65 7. **Bid Receipt, Opening, and Tabulation.--** Bids shall be received, publicly opened
66 and tabulated at a designated time and place by an employee of the Board or other
67 designated individual, in accordance with SREF § 4.2(2)(e).

68 8. **Selection and Award.--** The board shall consider all bids received and, within the
69 time limit listed in the specification, either reject all bids or identify the apparent
70 lowest responsible bidder, considering base bid and accepted alternates as listed
71 in the bidding documents, and award the contract to the lowest responsible that

72 bidder for the actual amount bid and the contract shall include a time limit in which
73 the construction is to be completed, as required by SREF § 4.2(2)(h) considering
74 base bid and accepted alternates as listed in the bidding documents, or reject all
75 bids.

76 9. **Potential Waiver of Minor Technicalities.--** No bid shall be considered if the
77 bidder fails to comply with the terms and conditions of the bid form or the
78 procedure for submitting bids as authorized in the official advertisement and other
79 documents pertaining to the bidding as authorized by the Board. The Board
80 reserves the right to waive minor ~~irregularities~~ technicalities if so stated in the bid
81 advertisement.

82 10. **Prerequisite to Letting Bids.--** The Board shall have received notice from the
83 Office of Educational Facilities ~~Construction~~, Department of Education, when
84 required, that Phase III documents are approved prior to awarding of bids.

85 11. **Alternates.--** As stated in SREF § 4.2(2)(f), alternates listed in the bidding
86 documents may be accepted at any time after the contract award by change order
87 provided the contractor remains the low bidder on the combination of the base bid
88 and the alternatives selected.

89
90 STATUTORY AUTHORITY: § ~~230.22(2)~~, 1001.42(2), 1001.42(22), FS Fla. Stat.

91 LAWS IMPLMENTED: § 237.02(1)(2), 255.20; 1001.42(9), 1001.43(4); 1010.04;
92 1013.45; 1013.46(1); 1013.47, FS Fla. Stat.

93 RULE SUPPLEMENTED: SREF § 4.2(2)

94 HISTORY: 4/6/1983; / /2003

Legal Signoff:

The Legal Department has reviewed proposed Policy 7.10 and finds it legally sufficient for development by the Board.

Attorney

Date