

CONSTRUCTION PROJECT BIDDING PROCESS

Date Created: September 1, 2007

PURPOSE:

To define the construction project bid process.

PROCEDURE:

All requests for bid proposals shall be done by the construction department. Request/Invitations for bid proposals are placed when a construction project is budgeted in excess of \$250,000.

A minimum of three (3) contractors will be invited to bid a particular construction project. Qualified contractors will be allowed to submit a proposal up until the bid date if the construction department is notified of the intent to provide a proposal. All proposals will be per the specific contract documents for that project.

The project will be awarded to contractor submitting the lowest and most qualified bid proposal.

All contractor bid proposals are held in confidence. Unsuccessful bidders will be notified by letter of the disposition of bid proposal unless the contract documents state otherwise.

For projects under \$250,000, the projects will be evaluated on a project by project basis to identify if a bid process is required. The example would be a single source contractor project (flooring replacement, painting, etc.)