

### **Bids and Awards for Construction Contracts**

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The School District will comply with the competitive quote process for those projects subject to the competitive quote law. The School District will determine the process for obtaining quotes for projects below the competitive quote limit.

Superintendent, or designee, is named as the delegate in the opening of public, competitive sealed bids. Superintendent, or designee, will report the findings of the bids and make a recommendation to the Board of Education. The award of construction contracts will be made to the lowest responsive, responsible bidder. The Board of Education will have the right to reject any or all bids, or any part thereof, to waive informalities or irregularities as permitted by law, and to enter into the contract or contracts deemed to be in the best interests of the School District.

All formal change orders require a written request and approval by the Board of Education. Certain change orders to a project may be immediately necessary in order to keep the project moving forward without unnecessary delays or costs. Unless the Board votes otherwise on a specific project, the Board of Education grants authorization to the Superintendent, or designee, to approve change orders not to exceed the following amounts:

For competitively quoted projects---\$5,000

For competitively bid projects with budgets less than \$1,000,000---\$25,000

For competitively bid projects with budgets more than \$1,000,000---\$50,000

The Board of Education will receive a report of any change orders approved pursuant to this policy at the next Board meeting for its review and subsequent ratification. With all change orders greater than the above threshold amounts, the Board will be notified in advance of the planned authorization and will vote on change orders before work is begun.

Adopted: March 19, 2012  
Reviewed: December 11, 2017  
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Cross Reference: 8060