

POLICY

CONSTRUCTION: BIDS/CONTRACTS

The school business administrator/board secretary shall be responsible for performing or supervising all the steps of the bid-solicitation process in accordance with the law. The steps include:

- A. Advertisement and solicitation;
- B. Provision of plans and specifications;
- C. Notification of time for preparation of bids;
- D. Receipt of deposits from bidders when required;
- E. Determination of qualifications of bidders;
- F. Receipt of and opening of bids;
- G. Written announcement of bids and awards of contract at a public meeting of the Board; and
- H. Notification of bidders of awarding of contract.

The Board reserves the right to refuse any and/or all bids.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: September 28, 1994

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|-------------------|---|-----------------------------------|
| Legal References: | <u>N.J.S.A.</u> 18A:18A-24                | Security to accompany bid; amount |
|                   | <u>N.J.S.A.</u> 18A:18A-25                | Guarantee certificate             |
|                   | <u>N.J.S.A.</u> 18A:18A-27 <u>et seq.</u> | Qualifications of bidders         |
|                   | <u>N.J.S.A.</u> 18A:18A-36, - 39          | Awarding contracts                |
|                   | <u>N.J.A.C.</u> 6:20-8.4                  | Bonds                             |
|                   | <u>N.J.A.C.</u> 6:22-1.15                 | Bids and contracts                |

Cross Reference: 3323 Soliciting prices/bids and quotations

