

New Construction

Constructing

Construction Contracts, Bidding, and Awards

The Board shall approve all job specifications for a construction contract. The job specifications shall be prepared by the architect or engineer or District designee, under the direction of the Superintendent or designee.

Specifications shall include, but are not limited to:

- Advertisement for bid or conditions to prequalify
- Instructions to bidders
- Proposal form
- Form of bid bond
- Contract
- Performance bond
- Labor and material bond payment
- General conditions
- Special conditions
- All aspects of construction

The Board shall establish and approve all bid opening procedures. All bid procedures shall be posted as required by state law. It shall be the prerogative of the Board to accept or reject any or all bids, based on the recommendations of its consultants. The District also reserves the right to waive irregularities or select other than the lowest cost proposal, if in its judgement, the best interests of the District would be served.

The Superintendent or designee shall furnish all bids and quotations to the Board. The Board shall award any and all contracts. Identification of contract awards shall be made by the Superintendent or designee.

All contracts approved by the Board shall meet all legal requirements. Contracts shall be drafted by the architect and/or the Superintendent or designee, and shall be reviewed by District Legal Counsel.

All segments of a facility's development project shall include preliminary cost estimates. These cost estimates shall be based upon current price indexes. The Board shall make its decision on the quality, needs and costs of the facility. Final cost figures, upon which the Board shall base its decisions, shall be determined after the letting and opening of bids. Contracts shall be awarded to the lowest responsible bidder deemed to be in the best interests of the District, while complying with specifications and other stipulated conditions of purchase.

In the event of changes, omission, and substitutions to construction contracts, all requests shall be submitted in writing to the Superintendent or designee and itemized in full, showing unit prices as well as the reason for requested changes. The Superintendent or designee shall report change orders for review by the Board as deemed necessary or requested. The Superintendent or designee will

recommend to the Board acceptance or rejection of proposed major changes in the construction projects. Decision of the Board will be made promptly.

Legal Reference: **Wisconsin Statute – Section 66.0901**
 Wisconsin Statute – Section 120.13(9)

Policy Approved: **September 23, 1987**

Policy Revised: **January 23, 2017**