

**BIDDING REQUIREMENTS & PROCEDURES**

**Requests for Bids**

All requests for bids shall include at least the following components so long as such components are applicable:

1. Term (i.e., number of days, months, etc) for which prices must be available;
2. Disclaimers regarding:
  - a. Ownership of proposal forms;
  - b. Propriety of information contained within the proposal;
  - c. Responsibility for expenses related to preparation and award of contract.
3. Requirements to include any security instrument (bond or check).
4. A requirement to break down costs, specifically:
  - a. Delivery charges, installation fees, warranties, etc.
  - b. Unit pricing.
5. Delivery and installation guidelines (time of day, place or places, period of time within which delivery and installation must be made).
6. Guidelines for properly submitting invoices for payment.
7. Right of the District to reject any and all bids.

Bid notices for construction, repair, remodeling or demolition of a facility shall not contain criteria related to organized labor nor shall the Board or District discriminate against a bidder or subcontractor based on his/her participation or lack thereof in organized labor.

**Bidding Opening & Review**

Unless otherwise stipulated by law, the procedure for bidding and bid openings is as follows. The District shall only accept sealed bids and shall designate a time and place for the opening of such bids. The bid opening will not be held during a meeting of the Board unless the meeting has been properly noticed in accordance with law. Bids shall not be awarded at a bid opening but at a future meeting of the Board to allow the Principal or other designee an opportunity to compare and investigate the bids. The Superintendent or designee shall make recommendations to the Board regarding the awarding of bids. The Board may interview bidders in accordance with 44-04-19.2 prior to awarding the bid. All contracts which require public advertising and competitive bidding shall be awarded by board motion.

**End of Apple Creek School District Policy HCAB .....Adopted: Jan 20, 2018**