

## CONSTRUCTION CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the Board and state agencies, the Board will solicit bids to be submitted at the office of the Treasurer on or before a specified time. Each bid will be accompanied by either a bond for the full amount of the bid, cashier's check or letter of credit equal to 10 percent of the total bid. The advertisement will state that the Board reserves the right to reject any or all bids, to re-advertise the project, and to waive any minor irregularities, if necessary.

The architect and Board counsel will take the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds and forms of agreement between the Board and the successful bidder(s). Upon receipt of bids, they will be opened publicly and entered into the minutes of the Board. The architect and Board counsel will assist the Board and school personnel in analyzing the bids. The architect's or other authorized individual's advice on awarding the contract is of particular value with respect to legal aspects of the contract provisions regulating alterations, extras, nonperformance, damages and security bonds.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 153.12 et seq.  
3313.37; 3313.46  
3318.08; 3318.10  
3319.04  
OAC generally 4101 (Ohio Building Code)

CROSS REFS.: DJC, Bidding Requirements  
FD, Tax Issues (Also KBE)