

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Advertisement of Construction Projects/Bid Openings	<u>Number</u> 604
Related Policy:	Building Administration – 6Hx20 - 6.004	<u>Page</u> Page 1 of 2

I. Purpose

To ensure that all qualified contractors have an opportunity to submit bids for construction. (Ref: State Requirements for Educational Facilities, Chapter 4, Section 4.2, and s. 255.0525, Fla. Stat.)

II. Procedure

- A. Upon the Board of Trustees' approval of the final construction plans and specifications, the Board is requested to approve advertisements for contractors for construction project bids.
- B. The architect/engineer along with the Director, Facilities Planning, and Construction, composes the request to bid and sets the time and place for the bid opening via the Director, Purchasing and Auxiliary Services.
- C. The Director, Facilities Planning and Construction, submits this advertisement to the Director, Purchasing and Auxiliary Services who places a legal notice and issues requests for bids to no fewer than three (3) prospective bidders or area plan rooms. Construction projects estimated to cost \$200,000 or more and electrical projects that are estimated to cost \$75,000 or more shall have the notice published a minimum of thirty (30) days prior to the bid opening and five (5) days prior to any scheduled pre-bid conference. The last such notice shall appear a minimum of seven (7) days prior to the date set for the bid opening. The notice shall be published a minimum of three (3) consecutive weeks in a local newspaper with general circulation throughout the district. Projects estimated to cost less than \$200,000 that the College will complete using contracted services shall be advertised for a minimum of one (1) week.
- D. The legal notice shall, at minimum, include the following information:
 1. Project name and name of the board;
 2. Location of the project;
 3. Brief statement describing the work;
 4. Date, time, and place of the bid opening; and
 5. For whom and when contract documents are available, including deposit or charge.

- E. Any correction or change in the advertisement shall be made at least seven (7) days prior to the date set for bid opening. The original date set for bid opening can be changed and extended at any time within the final seven (7) day period provided the notice to bidders is published again for one (1) time at least seven (7) days prior to the new bid date, and each known prospective bidder is notified in writing of the change. Complete drawings and project manuals shall be available to contractors on the date of the first legal advertisement.
- F. All bids are to be solicited and received by the Director, Purchasing and Auxiliary Services and will be opened and read aloud on the announced date and time.
- G. Upon the opening of all bids, a bid form listing all bids and alternates shall be signed by at least two agents of the College present at the bid opening; normally, the Director, Purchasing and Auxiliary Services, and the Director, Facilities Planning and Construction, and the architect/engineer.
- H. The architect/engineer and Bid Review Committee shall review the prices, materials, and subcontractors with the low bidder, and if they determine such bidder to be the lowest responsible bidder, the contract amount shall be presented to the Board for its approval.
- I. Prior to signing the construction contract, and issuing the purchase requisition, an encumbrance authorization must be obtained from the Office of Educational Facilities. Once a contract is signed between the Board and the successful contractor, the Project Implementation Information is submitted to the Department of Education on OEF Form 110A.

Responsible Official:	Director, Facilities Planning and Construction
President's Signature:	Date: 01/27/2023
	