

BIDS

The Business Administrator/Board Secretary shall perform or supervise all the steps of the bid solicitation process in accordance with law. The steps include:

- A. Advertisement and solicitation;
- B. Provision of plans and specifications;
- C. Notification of time for preparation of bids;
- D. Receiving deposits from bidders when required;
- E. Determining qualifications of bidders;
- F. Receiving bids;
- G. Notifying bidders of awarding of contract;
- H. Ensuring compliance with New Jersey Title IX affirmative action policies.

The Business Administrator/Board Secretary shall open all bids and check them for accuracy. The Board at its discretion may request that the Board attorney also review the bid documents either prior to advertising for bids or after receipt of bids or both.

The Board shall award the contract to the lowest responsible bidder who meets the bidding specifications or may refuse to accept any and all bids.

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:18A-3 Bid threshold
 N.J.A.C. 5:23-1.1 et seq. Uniform Construction Code
 N.J.A.C. 6A:26-2.1 et seq. Educational Facilities

Cross References: 2240* Research, evaluation and planning
 2255* Action planning for T&E certification
 7110* Long-range facility planning
 7114.1 Repairs
 7115* Developing educational specifications
 7200 Designing/Architectural/engineering Services
 7450 Supervision/Clerk-of-the-Works

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Bids, Lowest Responsible Bidder

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