



# COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

<b>Title: Construction Bid and Award; Administration and Compliance</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy 5.05, 5.16, &amp; 5.17</b>
<b>Date Approved: 10/26/04</b> <b>Date Updated: 02/28/11</b>	<b>Division: Administration and Finance/Facilities</b>

### Section I – General

As a state agency, the administration is required to develop procedures for Construction Bid and Construction Administration.

### Section II – Advertising

The Purchasing Department schedules the dates for the pre-bid meeting and the bid opening. For projects estimated to cost less than \$300,000 (SREF 4.2(2)), the Purchasing Department shall advertise for a minimum of one week in a local newspaper with general circulation throughout the district. For projects estimated to cost \$300,000, or more and electrical projects that are estimated to cost \$75,000 or more shall be advertised once a week for three consecutive weeks in a local newspaper with general circulation throughout the district, the last such notice appearing at least seven days prior to the date set for the bid opening. In addition, the Invitation to Bid shall be mailed or delivered to not less than three prospective bidders.

### Section III – Receipt and Opening of Bid Proposals

The Purchasing Department prepares a bid tabulation form which displays the following information: acknowledgment of the required bond, receipt of all addenda, sealed list of subcontractors, base bid amount, and alternate amounts. The bid tabulation should also contain a statement that reads “The bid results indicated herein do not represent the final compliance review by the Owner and are subject to change.” College of Central Florida will notify each bidder by U.S. Mail of the successful bidder. Failure to file a protest within the time prescribed in Chapter 120, F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

The Director of Purchasing or designee will implement the bidding procedure. The Director of Purchasing or designee may designate someone to provide assistance with opening and reading the bids.

Any bids submitted after the bid opening time will be received but will not be opened and sent back to the respective vendor.

Upon verification that the bid proposal is complete, the Director of Purchasing or designee reads the bid aloud, acknowledging receipt of the bond, all addenda, list of subcontractors, and reciting the proposed sum for the base bid and the sums of each alternate.

Any obviously non-responsive proposal is not read aloud. The Director of Purchasing or designee announces the deficiency causing the bid to be non-responsive and its disqualification thereby.

**Section IV – Apparent Low Bidder**

After preliminary evaluation of all proposals, the Director of Purchasing or designee may announce to all persons the apparent low bidder who submitted the low responsive aggregate bid. The aggregate bid consists of the base bid, plus additive alternate bids applied in the order in which they are listed on the bid tabulation form.

**Section V – Closing and Posting**

The Director of Purchasing or designee closes the proceedings and advises the bidders that all bids will be reviewed for compliance with the bidding conditions and that all bidders will be notified of the successful bidder. Following the review, the bid tabulation will be posted in the Purchasing Department where the bids were opened and should remain posted for 72 hours.

**Section VI – Award**

The Office of Administration and Finance prepares the agenda item for the next Board Meeting to advise the Trustees of the apparent low bidder. Each firm is notified in writing of the Board's action by the Purchasing Department; a copy of this notification is also sent to the Construction Projects Manager.

**Section VII –Administration**

Upon the approval of the Award of Bid by the District Board of Trustees, the Purchasing Department will notify the Construction Company awarded the bid of the Notice to Proceed and request their acceptance of all terms and conditions.

Payments to the General Contractor shall be made monthly based upon the percentage of construction complete. Following certification by the Architect/Engineer, all payment requests shall be sent to the Construction Projects Manager in the Facilities Office for review, forwarded to the Office of Administration and Finance for approval, and forwarded to the Business Office for payment.

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Vice President, Administration and Finance

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Date

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Approved by President

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Date