CONTRACTS BIDDING AND AWARDS

Upon the approval of working drawings and specifications by the school board and state agencies, the school board shall solicit bids to be submitted at a specified time and place. Each bid will be accompanied by a certified check or a bank draft in the amount of 4% or a bidder’s security bond in the amount of 10% of the total bid. The advertisement shall state that the school board reserves the right to reject any or all bids and to re-advertise the project if necessary.

The architect shall take the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds, and forms of agreement between the Salem school District and the successful bidder(s). Upon receipt of bids, they will be opened publicly and recorded. The architect shall assist the board and school personnel in analyzing the bids. The architect’s advice on awarding the contract is of particular value to the school board.