

Section: PHYSICAL PLANT
Subject: Construction Bids
Number: BS 5412
Effective: April 20, 2006, Reviewed: November 2007

I. Institutional Regulations

- A. All construction projects involving Plant Funds in excess of \$25,000 shall follow the bidding procedures specified in the Code of Iowa and DMACC Board Policy 5010. Construction projects include site improvements, construction of new buildings, or the remodeling of existing buildings.
- B. Plant Fund expenditures for construction projects less than \$25,000 and furniture and equipment will be in accordance with Procedures BS5300.

II. Procedure

A. Plan Review

- 1. Requests for new construction should be submitted during the annual budget cycle, considered by the President and included in the budget approved by the Board of Directors.
- 2. Contracts must be issued for all Plant Fund construction expenditures in excess of \$25,000.
- 3. Proposed plans and specifications shall be prepared and presented to the Board of Directors prior to advertising for bids. The preparation of plans and specifications shall be under the direction of the Director, Physical Plant.
- 4. Following review of the proposed plans and specifications, the Board, by resolution, will adopt the proposed plans and specifications and proposed form of contract and fix a time and place for a public hearing on the proposed plans and specifications. The date for receipt and opening of bids shall be set at the same Board meeting.

B. Bidding Activity

- 1. The bid opening may precede or follow the public hearing, but in all instances the hearing and the bid opening must precede contract award.
- 2. If it would become necessary to change the bid date, the Board Secretary may cancel the bid opening. The new bid date must be set by board resolution and the advertisement for bids must be republished.
- 3. When approved by the Board, the bid opening will be conducted by the Director, Physical Plant or designee, independent of a Board meeting, otherwise the Board will conduct the bid opening.

C. Public Notice

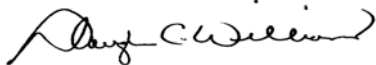
- 1. The notice of hearing for approving the Plans and Specifications will be published once in the Des Moines Register at least ten days prior to the hearing date.
- 2. The advertisement for bids will be published twice in the Des Moines Register, the first of which will be at least 15 days prior to the date set for receiving bids. The second publication will be one week following the first publication.
- 3. The Director, Physical Plant will be responsible for preparing and publishing these publications. The Board Secretary will be responsible for verifying the publications.

D. Adoption of Plans and Specifications and Award of Contract

- 1. The Board will adopt plans and specifications and form of contract at the conclusion of the public hearing.
- 2. Following receipt of bids, the Vice President, Business Services shall propose the appropriate Board action to the President.
- 3. The President will make the recommendations to the Board.
- 4. The contract award will be by Board resolution.

APPROVED: 
Director, Physical Plant

November 1, 2007
Date

APPROVED: 
Vice President, Business Services

November 1, 2007
Date