Construction Projects

The College may construct new facilities or remodel existing facilities from time to time and may enter into contracts for such work.

A. President’s Authority

The President shall be responsible for establishing construction contracting procedures that assure fair and equitable, competitive bidding for construction. The President shall exercise such authority in accordance with the following provisions:

1. If the cost of the contract is $10,000 or less, the College shall use sound business practice to select a vendor.

2. If the estimated cost of purchase exceeds $10,000, but is less than $50,000, the purchase shall be made by a competitive bidding process, in which quotations or bids are solicited from at least three (3) independent vendors, or as many independent vendors as are reasonably and practically available, if less than three (3).

3. In selecting a vendor, the President may consider cost, service, ability to meet project deadlines, prior experience, and whether the vendor is located in the College district.

4. The College may select or reject any or all bids in the best interests of the College.

B. Board Approval

Board approval is required for all construction contracts which are in the amount of $50,000 or more, subject to the following:

1. An invitation to bid shall be published at least once in (a) newspaper(s) of general circulation in the College’s area. All bid submissions shall be sealed. The Board reserves the right to select or reject any or all bids in the best interests of the College.

2. Once a construction contract has been signed, the President may approve change orders to the contract in an amount less than $25,000. The Board must approve any change order that equals or exceeds $25,000, or that materially changes the scope of the project; provided, however, that change orders which equal or exceed $25,000, and which must be expedited in order to avoid undue costs or delays, may be approved by the President, in consultation with the Board Administrative Committee, and will be presented to the full Board for ratification at the next available
meeting.

3. For all bid awards selection criteria shall include, but are not limited to cost, service, ability to meet project deadlines, prior experience, and a recommendation from the design professional.

C. Emergency Projects

Emergency projects in the amount of $50,000 or more may be approved by the President in consultation with Board leadership and will be presented to the full Board for ratification at the next available meeting.

History – Readopted as a Major Rewrite: June 18, 2012.