

<p style="text-align: center;">CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</p>	<p style="text-align: center;"><u>FACILITIES</u> Bids and Quotations</p>	<p style="text-align: center;">805</p>
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Reviewing and Awarding of Bids

The bid process is a crucial step in the construction of a new facility, a major addition or major renovation. (This refers to any Capital Outlay projects other than equipment and vehicle purchases.) The purpose of the following is to insure that the review process can take place in an orderly manner. These events are so scheduled that no formal action will be taken by the Board on the awarding of bids until at least the day following the opening of bids.

Staff Review

Following the opening of bids, a full review of all bids for accuracy and completeness shall be made by the architect and administrative staff. They shall be responsible for the preparation of recommendations to be considered by the Board.

Board Review

The Board will convene as a committee of the whole to consider any alternatives or any proposed substantial changes in building plans and specifications as may be necessary to bring the contract price within the funds available.

Awarding of Bids

The actual awarding of bids will take place at an officially constituted Board meeting to be held after the completion of reviews, and that meeting, except in emergencies, will be no less than one day after the receipt of bids.