

BIDDING REQUIREMENTS

Bid Procedure Checklist

Bids are required on all purchases of \$50,000 or more for the construction of a public improvement (includes repair and alterations) and \$25,000 or more for all other purchases (SDCL 5-18-3).

1. Recommended item of _____
2. Item specifications (SDCL 5-19-2) _____
3. Desired installation date _____
4. Fund from which to be paid (SDCL 13-16-6) _____
5. Approximate cost _____
6. Recommended public hearing date (SDCL 13-16-9.3) _____
Motion # _____ for publication of public hearing.
Motion made by _____
Seconded by _____
Board meeting date _____
7. First bid request publication of bid request(s)
Motion made by _____
Seconded by _____
Board meeting date _____
8. Bid bond (SDCL 5-18-6, 5-18-6.1, and 5-18-7) _____
9. Performance bond (SDCL 5-21-1, 5-21-1.1, and 13-20-7) _____
10. Date bid due to business manager _____
11. Bid opening date _____
12. Bid acceptance _____
Motion # _____
To accept bid of _____
Motion made by _____
Seconded by _____
Board meeting date _____

Adoption date: February 9, 2009