

**Policy**

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BIDS

When instructed by the board to do so, the business administrator/board secretary in consultation with the board solicitor shall perform or supervise all the steps of the bid-solicitation process in accordance with law.

The steps include:

- A. Advertisement and solicitation;
- B. Provision of plans and specifications;
- C. Notification of time for preparation of bids;
- D. Receiving deposits from bidders when required;
- E. Determining qualifications of bidders;
- F. Receiving bids;
- G. Notifying bidders of awarding of contract;
- H. Ensuring compliance with New Jersey Title IX affirmative action policies.

The business administrator/board secretary shall open all bids and check them for accuracy. The board at its discretion may request that the board attorney also review the bid documents either prior to advertising for bids or after receipt of bids or both.

The board may refuse to accept any and all bids or may award the contract to the lowest responsible bidder who meets bidding specifications.

Adopted:	No date
NJSBA Review/Update:	November 2010
Readopted:	August 24, 2011
Readopted:	November 14, 2018

Key Words

Bids, Contracts

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:18A-21	Advertisements for Bids
	<u>N.J.S.A.</u> 18A:18A-24	Security to Accompany Bid Amount
	<u>N.J.S.A.</u> 18A:18A-25	Guarantee Certificate
	<u>N.J.S.A.</u> 18A:18A-26	Classification of Bidders
	<u>N.J.S.A.</u> 18A:18A-27 <u>et seq.</u>	Qualifications of Bidders

N.J.S.A. 18A:18A-36,-39

Awarding Contracts