

# TUSKEGEE UNIVERSITY

## CAPITAL PROJECTS AND FACILITIES SERVICES

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### CHAPTER 2 BIDS PROCEDURES AND AWARDS OF CONTRACT

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#### A. APPLICABILITY of SECTION

This section defines required procedures for the bid and award of contracts for projects supervised and administered by the Division of Capital Projects and Facilities Services at Tuskegee University.

#### B. ADVERTISEMENT for BIDS

Tuskegee University requires the Division of Capital Projects and Facilities Services to advertise for sealed bids for three weeks for projects in excess of \$25,000.00. The advertisement will be published on the University's website. **Exceptions may be made in cases of emergencies affecting the University's public health, safety or convenience, so declared in writing by the President of Tuskegee University,**

### **C. PRE-BID CONFERENCE**

A pre-bid conference to answer questions and allow clarifications of issues is required by Tuskegee University. The conference will be held well in advance of the bid date in order to provide ample time to issue addenda responding to questions raised during the conference. The pre-bid conference is a mandatory prerequisite for prime contractors to bid on the project.

been tabulated, reviewed, and evaluated within the time period specified in the Instructions for Bidders or Supplemental Instructions to Bidders. All bids shall be made available for review and inspection by all bidders at the Department of Purchasing, Tuskegee University for a reasonable period of time after they are opened.

**LIST OF MAJOR SUBCONTRACTORS AND SUPPLIERS:** As stated on the Proposal Form, each bidder "...declares that a list of all proposed major subcontractors and suppliers will be submitted at a time



final responsibility of determining the lowest responsible and responsive bidder rests with Tuskegee University.

**1. DETERMINATION OF THE LOWEST BIDDER**

When bid alternates are used the method defined in "Determination of Low Bidder by Use of Alternates" in the instruction to Bidders must be followed exactly. Where all or part(s) of the

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## M. PROJECTS COSTING LESS THAN \$25,000.00

The following provisions apply to Projects that cost less than \$25,000.00:

1. **Advertising for Bids.** Tuskegee University may let capital, maintenance and/or repair contracts involving \$25,000.00 or less, with or without advertising for bids.
2. **Sealed bids.** Tuskegee University may let capital, maintenance and/or repair contracts with or without receiving sealed bids. In the event sealed bids are not required at least three informal bids for such project, costing in excess of \$2,000, shall be solicited to assure that fair and reasonable prices are being paid.
3. **Informal Bids.** The Director of Capital Projects shall prepare the scope of work describing in detail the work to be performed. The Director of Capital Projects shall solicit a minimum of three informal bids as outlined in the scope of work. Prospective bidder's informal bids shall include the quantity of material, unit price of the material, associated labor and equipment cost, and overhead and profit.
4. **Disqualification of Bidder.** Any bidder(s) may be disqualified from consideration, banded from providing any future bids and/or participating in any future work at Tuskegee University for the following reasons:
  - a. **Collusion.** Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition to bid at a fixed price or to refrain from bidding or otherwise shall render the bids void and shall cause the bidders or prospective bidders to be disqualified from submitting future bids to Tuskegee University.
  - b. **Advance Disclosure.** Any disclosure in advance of the terms of a bid submitted.
  - c. **Failure to Settle Other Contract.** Tuskegee University may reject a proposal from a bidder who has not paid, or satisfactorily settled, all bills due for labor and material on other contracts in force at the time of letting.
  - d. **Thing of Value.** No bidder shall offer a thing of value to a Tuskegee University employee who will directly inspect, regulate, or supervise the bidders work.
  - e. **Solicitation.** No bidder shall offer or give a Tuskegee University employee or member of the household of a Tuskegee University employee anything for the purpose of corruptly rewarding or influencing official action, regardless of whether or not the thing is a thing of value.

**f. Additional Work.** No bidder who is awarded an official contract from Tuskegee University shall perform additional work outside of the original scope of work unless a change order is properly executed.

Tuskegee University, to the extent permitted by law, may pursue criminal prosecution and/or not recognize invoices for payments submitted in violation of the above mentioned items.

**N. Davis-Bacon Act.** All informal bids shall comply with the labor wage rates as promulgated by the Davis-Bacon Act.