

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: FEG

**CONSTRUCTION CONTRACTS, BIDDING, AND AWARDS**

The District shall obtain competitive bids at such times and in the manner provided for by law.

Bids shall be received and awarded in accordance with the procedures listed below as the Board may require:

1. Conforming to Specifications  
The Board may reject any bids for the construction or alteration of any District building if it does not conform to the specifications furnished to the bidders.
2. List of Completed Projects  
Each bidder shall submit a list of construction projects which have been completed under his/her supervision. the Board shall use these completed projects as references in determining the abilities of the contractor.
3. Financial Statement  
A financial statement shall be submitted by each bidder for the Boards use in determining the financial stability of that particular contracting firm.
4. Description of Organization and Equipment  
Each bidder shall submit a detailed description of his/her contracting operation, its organization, and the equipment used.
5. Noncollusion Affidavit  
Each bidder shall submit a sworn affidavit stating that his/her is a strictly individual bid free from collusion.
6. Receiving Bids  
Only written bids received before the bid deadline shall be considered.
7. Opening Bids  
The Board may consider factors other than the dollar amount of the bid in determining who is the lowest responsible bidder.
8. Withdrawal of Bids  
The bidder may withdraw his/her bid(s) prior to the declaration of the time for opening bids on any and all projects. The conditions of bidding shall require his/her bid(s) to stand after the declaration of the time for the opening.
9. Awarding Contracts  
The contract for the successful bidder shall be deemed as having been awarded when the Board has taken action at a regular or special meeting. The awardee as well as the architect shall receive formal notice of the awarding of the contract.

The architect shall prepare the contracts in accordance with the policies of the Board and the provisions as set forth in the plans and specifications. The contract shall be executed in triplicate along with copies of the performance and payment bond.

10. General Conditions

Conditions for the contract shall be established by the Board, but shall be subject to acceptance by the contractor.

Current practice codified 1977

Adopted: date of manual adoption

Revised: 2/12/81

Revised: 4/11/85

LEGAL REFS.: W. S. 21-3-110

Wyoming Education Policies Reference Manual, code FEF