

# MANUAL OF PROCEDURE

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PROCEDURE NUMBER: 5055

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PROCEDURE TITLE: Bid Openings for Construction

STATUTORY REFERENCE: FLORIDA STATUTES 255, 1013 AND §4.2, STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES

BASED ON POLICY: V-12 Bids and Awards of Contracts for Construction, Remodeling, Renovation, Demolition or Maintenance of Educational Facilities

EFFECTIVE DATE: September 16, 1969

LAST REVISION DATE: October 11, 2005; March 21, 2025

LAST REVIEW DATE: October 11, 2005; March 21, 2025

## I. PURPOSE

To provide for the proper opening bids for construction projects.

## II. PROCEDURE

### A. Bid preparation and processing:

The preparation of technical specifications, including the accuracy of figures and authenticity of signatures, is the responsibility of the Project Manager. Bids shall be advertised, received, and opened by Facilities Management or Purchasing.

### B. Bid proceedings, opening, and tabulation:

#### 1. The College representative shall state:

“Bids have been received and shall be opened for {state the project description}; it is {state the time} o'clock and the time for submitting and receiving bids has expired. We will open bids for Miami Dade College at this time. Is there anyone here who objects to opening the bids at this time? If not, I will turn the meeting over to Mr. /Ms. {state the name and title of individual; usually the Project Manager} who will open the bids.”

#### 2. After the bids are opened, the next statements are:


“This concludes the bid opening. The bids will be taken under advisement, and you

will be informed as to the decision. Thank you for submitting bids."

3. Bids are received and tabulated by Facilities Management or Purchasing.

C. Bid distribution and approval:

The bids submitted are reported by Facilities Management or Purchasing. Bid award shall be in accordance with the approval authority granted by the District Board of Trustees.

	03/21/2025
<b>PRESIDENT</b>	<b>DATE</b>