

Maintenance Building Bid Timeline



	Action	Timeline
☑	Finalize building specifications and approve preliminary design	2-7-2022 Regular Board Meeting
☑	Finalize design, site plan and preliminary bid documents	3-7-2022 Regular Board Meeting
	Attorney review of preliminary bid documents	Complete by 3-18-2022
	Architect finalization of bid documents for Board review	Complete by 3-28-2022
	Finalize bid documents and public notice	4-4-2022 Regular Board Meeting
	Publish notice in official newspaper and other publications (publish for 2 consecutive weeks)	Publish by 4-11-2022
	Receive sealed bids	Deadline of 4-27-2022 @ 2:00 PM
	Opening of sealed bids (public meeting) – received, read aloud, and tabled for subsequent review and action	4-27-2022 at 2:00 PM
	Assessment of bids (Architect report) and awarding of contract	5-2-2022 Regular Board Meeting

Notes:

1. Contracts greater than \$175,000 require solicitation of sealed bids through publication in the township's official newspaper, receiving bids sealed in an envelope that remains sealed, opening the bids at a public meeting, and awarding the contract to the lowest responsible bidder.
2. Contracts exceeding \$175,000 are not valid unless the contractor first supplies both a performance bond and a payment bond. Each bond must be for the total amount of the contract.
3. For contracts greater than \$50,000, the township must ensure a contractor is a 'responsible contractor'. Each contractor, including subcontractors, are required to submit a statement under oath verifying compliance with the statutory requirements. Without such a statement, the contractor cannot be considered a responsible bidder.
4. Bidders are not allowed to make a material change to their bid once bids are opened.
5. Contract must be awarded to the lowest responsible bidder. The presumption is the bid will be awarded to the lowest priced bidder unless the Board articulates and records in its minutes why the bidder is not responsible. Factors such as financial responsibility, skill, ability, and the likelihood the bidder will do faithful and satisfactory work can be considered. However, familiarity or lack thereof with a bidder cannot alone be a factor.