

Category: Operations

Department: [Click here to enter text.](#)

Policy Title: [Construction Contracts](#)

Policy Statement: Upon the approval of working drawings and specifications, bids shall be solicited to be submitted on or before a specified time at a designated location. Each bid will be accompanied by a certified check, bid bond or a bank draft in the amount of five percent of the total bid.

The architect shall take the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds, and forms of agreement between the Garden City Community College and the successful bidder(s).

Procedures:

Contacts: Chief Financial Officer

Approved Date: 9/1/2016

Policy History: [Click here to enter text.](#)

Keywords: bids, proposals, RFP, performance, bonds

Related Form: [Click here to enter text.](#)