



3.2.4.1 Invitation to Bid (Construction/Public Works)

Policy Statement

The University of Georgia must follow the Contracts and Services, Bidding and Advertising rules and regulations established by the Board of Regents of the University System of Georgia, Office of Real Estate and Facilities. A link to these rules is provided below in Procedures and Related Information.

Reason for policy

To provide understanding on how construction/public works projects are bid in accordance with the Board of Regents policy.

Procedures

- 1) Contact Procurement
- 2) Contact either Facilities Management Division or the Office of University Architects to discuss drawings and specifications.

Construction Cost	Bid & Advertising Requirements Bid bond / Performance & Payment Bond Requirements
Less than \$50,000	<ul style="list-style-type: none"> ○ Public Advertisement not required. ○ Competitive bidding not required. ○ Bid Bond at the campuses discretion. ○ Performance and Payment Bond at the campuses discretion.
Equal to/greater than \$50,000 & less than \$100,000	<ul style="list-style-type: none"> ○ Public Advertisement not required. ○ Competitive sealed bids should be obtained from at least a minimum of three contractors with award to the lowest responsive bidder. ○ Bid Bond at the campuses discretion. ○ Performance and Payment Bond at the campuses discretion.

<p>Equal to/greater than \$100,000 & less than \$250,000</p>	<ul style="list-style-type: none"> ○ Public advertisement required on the Georgia Procurement Registry (GPR). ○ Additional means of advertising (i.e. newspapers, planrooms) at the campuses discretion. ○ Bid opening shall be no sooner than 15 calendar days after the date of GPR advertising. ○ Public bid opening required. ○ Bid Bond required. ○ Performance and Payment Bonds required.
<p>Equal to/greater than \$250,000 & above</p>	<ul style="list-style-type: none"> ○ Public advertisement required on the Georgia Procurement Registry (GPR). <ul style="list-style-type: none"> ○ Additional means of advertising (i.e. newspapers, planrooms) at the campuses discretion. ○ Bid opening shall be no sooner than 30 calendar days after the date of GPR advertising. ○ Public bid opening required. ○ Bid Bond required. ○ Performance and Payment Bonds required.

*Note: These guidelines are not applicable to emergency repairs/projects. The Procurement Office is responsible for the final determination of whether a project is classified as an emergency.

Forms/Instructions

Contractor Affidavit under O.C.G.A §13-10-91(b)(1) (General/Prime Contractor)

Subcontractor Affidavit under O.C.G.A §13-10-91(b)(3) (Subcontractor only)

Insurance (Contact Procurement for the most recent requirements)

Additional contacts

Emily Salvia

Policy definitions

Public works contracts are defined as contracts to be performed on public property of the state and involving a fixed asset. They include a broad range of contracts such as repair, maintenance, design, and consulting contracts. Public works contracts include contracts for building, altering, repairing, improving, or demolishing a public structure or building or other public improvements of any kind to public real property, including the construction, reconstruction, or maintenance of a public road. Questions as to whether a project should be considered public works should be directed to Procurement.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: Procurement

Policy Contact: Robert Currey

Phone Number: 706-542-2361

Responsibilities: *If a department feels they have a project that meets the above description of public works, it is the department's responsibility to contact the buyer in Procurement, and the Office of University Architects or Facilities Management Division for information.*

Record Retention

This series documents the negotiation, execution, completion, and termination of legal agreements between an institution and other parties, and for personal/professional services. Records include a copy of the official contact or agreement, memoranda of understanding, amendments, exhibits, and addenda.

Contracts or agreements documenting building construction, alterations, or repair: 10 years after expiration; Other contracts and agreements: 7 years after expiration (BOR 0472-14-002).

Related information

http://www.usg.edu/assets/facilities/documents/PW_bid_requirements.pdf

Date reviewed: 02/01/2018

[< Methods of Purchasing Against a Purchase Request | Orders for Supplies, Materials and Services Less Than \\$25,000 >](#)

Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: