File: DJC-E

## BIDDING REQUIREMENTS

## Bid Procedure Checklist

Bids are required on all purchases of \$50,000 or more for the construction of a public improvement (includes repair and alterations) and \$25,000 or more for all other purchases (SDCL 5-18-3).

1.	Recommended item of
	Item specifications (SDCL 5-19-2)
	Desired installation date
	Fund from which to be paid (SDCL 13-16-6)
	Approximate cost
	Recommended public hearing date (SDCL 13-16-9.3)
	Motion # for publication of public hearing.
	Motion made by
	Seconded by
	Board meeting date
7.	First bid request publication of bid request(s)
	Motion made by
	Seconded by
	Board meeting date
8.	Bid bond (SDCL 5-18-6, 5-18-6.1, and 5-18-7)
9.	Performance bond (SDCL 5-21-1, 5-21-1.1, and 13-20-7)
10.	Date bid due to business manager
11.	Bid opening date
	Bid acceptance
	Motion #
	To accept bid of
	Motion made by
	Seconded by
	Board meeting date