

# Appendix G: Board Policy 03.02.01.00, Bids over 10% of Estimate (Construction)

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**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601**

**BOARD POLICY - SECTION NUMBER: 03.02.01.00**

**SUBJECT: POLICY ON BIDS FOR CAPITAL IMPROVEMENT PROJECTS 10% OR MORE IN EXCESS OF ESTIMATED CONSTRUCTION COSTS**

**EFFECTIVE DATE: JULY 2, 1980**

**SUPERSEDES:**

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**Purpose:** The purpose of this policy is to establish a uniform system for review of capital improvement project bids exceeding the estimated construction costs by 10% or more.

**Policy:** It is the policy of the Board of County Commissioners that in instances where the low bid on a Capital Improvement Project amounting to \$50,000 or more exceeds the estimated construction costs by ten percent (10%) or more, the County Administrator shall appoint a committee to review the low bid.

**Responsibilities:** It is the responsibility of the County Administrator to instruct the Chairman of the Review Committee to set a time for review of the project bid. The review shall consist of, but not be limited to, the plan quality, unit quantities, current unit cost, escalation clauses, if any, and other items pertinent to the project. The Committee shall present recommendations to the County Administrator on whether to accept or reject the low bid.

Attachment  
Board of County Commissioners  
Resolution 80-497

Approved By: Board of County Commissioners  
Approval Date: July 2, 1980

**SUBJECT: BIDS FOR CAPITAL IMPROVEMENT PROJECTS 10% OR MORE IN EXCESS OF ESTIMATED CONSTRUCTION COST**

**POLICY REGARDING BIDS FOR CAPITAL IMPROVEMENT PROJECTS 10% OR MORE IN EXCESS OF ESTIMATED CONSTRUCTION COST**

It shall be the policy of the Hillsborough County Board of County Commissioners that in instances where the low bid on a Capital Improvement Project amounting to \$50,000 or more exceeds the estimated Construction cost by ten percent (10%) or more, the County Administrator shall appoint a committee to review the low bid.

The review shall consist of, but not be limited to, the plan quality, the unit quantities, current unit cost, escalation clauses, if any, and other items as deemed pertinent to the project.

**Procedure:** The County Administrator may, within ten (10) working days, instruct the Chairman of the Review Committee to set a time to review the project bid. The Committee shall consist of the following individuals:

1. Director of the appropriate Division (Chairman)
2. Engineer of Project Manager of the appropriate Department

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3. Consulting Engineer or Architect, if applicable
  4. Representative of the Office of Management, Budget and Evaluation

The Committee shall analyze the bid, consult with the contractor (lowest responsible bidder), and make recommendations to the County Administrator as to any discrepancies and as to whether or not a recommendation should be made to the Board of County Commissioners to reject or accept the low bid.

APPROVED:

CHAIRMAN OF THE BOARD: Jerry M. Bowner  
COUNTY ADMINISTRATOR: William C. Tatum

ATTACHMENT TO:  
SECTION #03.02.01.00 BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY, FLORIDA  
DOCUMENT No. 80-497