

# Williamson County Board of Education



**Adopted Date:**  
2/16/04  
Editorial 5/27/14

3.209

CONSTRUCTION OBSERVATION  
AND SUPERVISION  
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1 **CONSTRUCTION OBSERVATION AND SUPERVISION**

2  
3 General responsibility for construction observation and supervision of construction projects shall  
4 rest with the Architect and/or construction manager but may be supplemented by personnel from  
5 the administrative staff.  
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7  
8 **SITE ACQUISITION PROCEDURES**

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10 Every effort will be made to purchase sites by negotiation with a willing seller at a fair and  
11 reasonable price, before resorting to condemnation procedures.  
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13  
14 A realtor may be retained for the purpose of carrying on negotiations for the purchase of a site from  
15 the owner.  
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17 **BIDS AND QUOTATIONS**

18  
19 Upon the approval of working drawings and specifications by the Board and state agencies, the  
20 Board shall solicit bids to be submitted according to regulations developed by the Superintendent of  
21 Schools and the staff. These procedures will be available to those indicating an interest in bidding.  
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23  
24 The architect and planner shall assist the Board and staff in analyzing the bids. The architect's  
25 advice on awarding the contract is of particular value with respect to legal aspects of contract  
26 provisions which regulate alterations, extras, nonperformance, damages, and security bonds.  
27

28 **CONSTRUCTION CONTRACTS / PROFESSIONAL SERVICE AGREEMENTS**

29  
30 The construction contract and professional services agreement for the successful bidder shall be  
31 deemed as having been awarded when the Board has taken action at a regular or special meeting.  
32 The successful bidder shall receive formal notice of the awarding of the contract. The architect  
33 shall also receive notification from the owner regarding the awarding of the contract.  
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35  
36 In awarding the contract, the architect and/or owner shall prepare the contracts which shall be  
37 executed in triplicate along with copies of the performance and payment bond and insurance  
38 certificate.

39  
40 The School Board attorney shall review and pre-approve as to form and legality all construction  
41 and/or Professional Services Agreements.  
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43  
44 All construction contracts shall be signed by both the Superintendent of Schools and Board  
45 chairperson.  
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1     **SURETY BONDS**

2  
3     The payment and performance bond for all construction projects shall be in accordance with the  
4     below table.

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6           \$1.00 - \$25,000	No bond required.
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8           \$25,000 - \$1,000,000	50% of contract price.
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10          \$1,000,000 and above	100% of contract price.
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46     Legal References:  
47     TCA 49-2-203(a)  
48     TCA 12-4-106

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