



**OAKLAND  
COMMUNITY  
COLLEGE™**

### **Administrative Policy**

Policy Type: Facilities, Property and Safety  
Policy Title: Construction  
Office Responsible: Business Services  
Related Policies: General Purchases  
Related Procedures:

#### **Policy Statement**

The College shall administer construction projects in accordance with laws, rules, regulations and related state and local requirements.

**Advertisements** - Bids subject to General Purchases shall be solicited by advertisement in appropriate media servicing the College area.

**Public Bids** – Specifications and/or drawings may be prepared for construction, renovation or repair of College facilities, for projects subject to General Purchases.

- A. Bid Deposit – No bid shall be considered unless accompanied by a certified or cashier check made payable to Oakland Community College or bid bond in the amount of five percent of the bid submitted.
- B. Bids Final – All bids shall be deemed final, conclusive and unalterable. All bids shall remain firm for a period of not less than thirty days from the time after official openings of bids. Upon failure or refusal by the bidder to comply with the award, the College may retain the forfeited deposit and hold liable to the College for all damages caused by reason of such breach of obligation.

**Contracts** – Any contract subject to General Purchases made for the construction, renovation or repair of any College buildings shall be reduced to writing and signed by the Chancellor or designee.

**Performance and Payment Bonds** – Before any construction contract is awarded, the proposed contractor shall furnish to the College, at their own cost, a performance bond and a labor and material payment bond satisfactory to the College, which shall become binding upon the award of the contract to the contractor.

#### **Change Log**

9/20/1973 Approved (3.6.2 and 3.6.4)  
7/26/1990 Revised (3.6.2 and 3.6.4)  
  
7/1/2018 Effective date (formerly 3.6.1, 3.6.2, 3.6.3, and 3.6.4)