

Office of School Choice

FAQ Public Bid Law

Charter school boards must follow public bid laws for contracts for the construction of public works.

School boards may purchase off a state contract since the Office of State Purchasing completed the public bid process. Schools must submit questionnaires through the OSP website. Also, an emergency may alter bid requirements. Schools should check [La.R.S. 38.2211](#) for these alterations.

Public Works

Erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity. Includes labor and materials.

Public Works

Required	<ul style="list-style-type: none"> • If the contract exceeds \$150,000, must bid and let for the contract with the lowest responsible bidder and include labor, materials, and equipment. • While not required, the legislative auditor recommends that school boards use the RFP process and/or solicit at least 3 bids for public works greater than \$25,000.
Advertising RFP	<ul style="list-style-type: none"> • Once a week, for 3 weeks, in a newspaper in the area, starting at least 25 days before the opening of bids (not starting on a weekend or legal holiday). • Plans should be available to bidders on the first day of advertising and until 24 hours before the bidding date. • Schools should use the uniform bid form established by the Department. Of Administration
Bid Requirements	<ul style="list-style-type: none"> • Includes a bid or security bond, acknowledgment of addenda, base bid, alternates, bid total, signature, name of firm, and unit prices • Submitted via certified mail or by hand
Required Documentation	<ul style="list-style-type: none"> • Written confirmation of the accepted offer shall be part of the contract file • Record of all elements of the public bid process shall be retained for at least six years following the purchase or completion of the public work
Disqualification of Bidder	<ul style="list-style-type: none"> • To disqualify any bidder as not a “responsible bidder,” school boards must give written notice to the bidder and the reasons for disqualification • Must allow the bidder to be heard at an informal hearing
Bond Requirements	<ul style="list-style-type: none"> • Bid: 5% Bid Bonds or other forms of bid security • Performance: Not less than 50% of the contract for public works contracts greater than or equal to \$50,000
Time Limit	<ul style="list-style-type: none"> • 30 days upon conclusion or receiving bids to accept the lowest responsible bidder, or reject all bids
Written Contract	<ul style="list-style-type: none"> • When any public work is accepted, the school board and bidder shall enter into a written contract.

This informational document is a general guide to inform schools of basic requirements. It is NOT a substitute for federal, state guidelines and/or the appropriate state and local policies. Please visit the websites above for more information or contact the Office of Portfolio with questions.