

Common Reasons for Disapproval Contracts

Not Following the Basic Requirements

1. 7 Day Rule for Advertising – 5 Days In-Between
2. Competitive Bidding when needed - \$20K Aggregate
3. Completing the Contract/Extension Form – All Blanks
4. Dates & Signatures
 - Agreement Date – On or Before 1st Day of Service
 - Superintendent – On or after the Agreement Date
 - All Three Parties Must Sign – Board President, Contractor, Superintendent
5. Not Responding to SED Questions – (Missing July 1st Deadline)
6. Piggybacking on a Cooperatively Bid Contract
7. Not Sending in within 120 Days of First Day of Service:
 - Advertisement or Affidavit of Publication
 - Copy of Bid Specifications
 - Bid Tabulation (also on back of Contract Form)