

901.1 School Facilities Surveys

Surveys of the school shall be conducted at the discretion of the Board of Education.

Whenever any public school district in the state expends public funds for the construction, remodeling, or repair of any school-owned building or site improvements, the Board of Education shall advertise for bids in the regular manner established by the Board and accept or reject bids pursuant to state law, except that nothing in this section shall be held to apply to such construction, remodeling, repair, or site improvements when the contemplated expenditure for the completed expenditure for the completed project does not exceed forty thousand dollars or amount set by state law.

901.1a Procedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.

5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Date of Adoption: [August 2015]

901.2 Site Specifications

For any building construction or remodeling all specifications shall be considered by the Board of Education for approval.

901.3 Site Acquisition

A school district may acquire, own, manage, and hold title to real estate for future school sites which at the time of such purchasing or acquiring, is outside such school district in a territory not more than three miles beyond the limits of such district but contiguous thereto.

901.4 Selection of an Architect

The selection of an architect shall be at the discretion of the Board of Education.

901.5 Educational Specs for Building

901.6 Preliminary Building Specs

901.7 Final Building Specifications

901.8 Financing

Whenever it shall be deemed necessary

1. To erect a schoolhouse or school building, or an addition or additions and improvements to any existing schoolhouse, or
2. To purchase equipment for such school house or school buildings, in any school district in this state the Board of Education may, and upon petition of not less than one-fourth of the legal voters of said school district shall, submit to the people of said school district at the next general election or special election a proposition to vote a special annual tax for that purpose, not to exceed seventeen and five-tenths cents (as set by state statute) on each hundred dollars upon the taxable value of all the taxable property in such district for a term of not to exceed ten years.

902 Maintenance and Operation

902.1 Maintenance Schedule

School maintenance is an on-going project and will be completed as needed and as funds are available.

902.2 Requests for Improvements

Requests for improvements shall be reviewed from the different departments within the school on an annual basis. The administration and board will decide on the improvements to be undertaken. If improvements can be made within the budget, the superintendent may decide which improvements to complete.

902.3 Emergency Repairs

Emergency repairs that fall within the budgeted expenditures shall be handled by the superintendent. Other large expenditures for emergency purposes shall be decided by the Board of Education.

902.4 Use of Contract Services

Contracted services used by the district shall fall within the budgeted items in the annual budget. Contracts made on an emergency basis shall be decided by the Board of Education.

902.5 Obsolete Equipment

Some old and unusable equipment may be disposed of by the superintendent, if he/she deems it to be beyond repair.

No school property of any kind may be sold by the Board of Education except at a regular meeting, and then not without an affirmative recorded vote of at least two-thirds of all the members of the board. Proceeds of the sale may be held separately from other funds of the school district and may be used for any school purpose as the Board of Education may determine.

902.6 Inventory

The Superintendent of schools through use of appropriate staff, shall be responsible for maintaining an accurate inventory of materials and equipment in the school system.

902.7 Safety Committee

Accidents are undesirable, unplanned occurrences that can be prevented and which often result in bodily harm, loss of school time, property damage, expensive legal action, and even death.

Thus, it shall be the policy of the Pleasanton Public School District #10-0105 to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with the school district.

The Board of Education and this system's administrative staff believe that safety education and accident prevention are important to everyone concerned with our schools; not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. In keeping with that objective and in compliance with applicable laws and regulations, we will provide for loss control program designated to apply a systematic approach to preventing on-the-job injuries and illness. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

Buffalo County School District No. 10-0105 is an employer that has one or more employees not subject to collective bargaining. The district shall establish a safety committee consisting of 3 members through a collective bargaining process with those employees who are within a bargaining unit and shall give due regard to including employees who are not being negotiated for by a collective bargaining agent in the process of selecting a safety committee. The safety committee shall consist of three members. There shall be one member representing the employer and a like number representing the employees. The employer's representatives may be non-management employees.

