BSD Technical Standard
Division 0: Procurement & Contracting Requirements

1. PURPOSE

This document is a narrative describing the Beaverton School District's (BSD's) various Procurement and Contracting Requirements. The information contained herein shall be used by the Project Design Team to properly develop Division 0 requirements within the project manual and shall be used as part of the BSD's General Design Standards (comprised of the BSD Educational Specifications and the BSD Technical Standards).

The Architect/Engineer (A/E) is responsible for bringing any variances from these requirements to the attention of the BSD Representative.

2. GENERAL

2.1. BSD METHODS OF PROCUREMENT

2.1.1. BSD has adopted the Oregon Attorney General's Model Rules to govern its procurement process.

2.1.2. Beaverton School District Board Policies can be found here:

https://beavertonk12orus.finalsite.com/about-us/school-board/policies-and-regulations

2.1.3. The Attorney General Model Rules can be found on the BSD website at:

https://beavertonk12orus.finalsite.com/departments/purchasing

2.1.4. BSD utilizes the following types of procurements for construction projects as outlined in Oregon Administrative Rules Division 49: Model Rules, General Provisions Related to Public Contracts for Construction Services.

2.2. INTERMEDIATE PROCUREMENTS – COMPETITIVE QUOTES

2.2.1. Public Improvement Contracts estimated by the BSD to not exceed $100,000 may be awarded in accordance with intermediate level procurement procedures for competitive quotes established by the rules as defined in Division 49 of the Model Rules. The contract form shall be the BSD's Public Improvement Contract.

2.3. COMPETITIVE SEALED BIDDING – INVITATION TO BID (ITB)

2.3.1. Public Improvement Contracts estimated by BSD to exceed $100,000 may be awarded by competitive sealed bidding as outlined in ORS 279C and as defined in Division 49 of the Model Rules. The contract forms shall be the BSD's Construction Contract and General Conditions.

2.4. ALTERNATIVE CONTRACTING METHODS

2.4.1. BSD may choose to utilize Alternative Contracting Methods for Public Improvement Contracts, as may be directed by a Contracting Agency's Contract Review Authority under ORS 279C.335.

Those methods include, but are not limited to: Design-Build, and Construction Manager/General Contractor (CM/GC) forms of contracting.

2.4.2. Alternative Contracting Methods refers to innovative procurement techniques for obtaining Public Improvement Contracts, utilizing processes other than the traditional method of Design-Bid-Build (with award based solely on price, in which a final design is issued with formal bid documents, construction work is obtained by sealed bid awarded to the lowest responsive, responsible bidder, and the project is built in accordance with those documents).

3. DIVISION 0 SECTIONS – RESPONSIBLE PARTY

3.1. GENERAL

3.1.1. The following sections of Division 0 shall be tasked to the responsible party denoted as: Architect/ Engineer (A/E), General Contractor (GC), and a BSD Representative/Project Manager (PM).

3.2. INTRODUCTORY INFORMATION

3.2.1. This section shall be completed by A/E and include:

3.2.2. Table of Contents

3.2.3. List of Drawing Sheets

3.2.4. List of Schedules

3.3. PROCUREMENT REQUIREMENTS

3.3.1. Project Title Page – PM, provided by Purchasing

3.3.2. Solicitation – PM, provided by Purchasing

3.3.3. Advertisements and Invitations to Bid or Request for Proposal – PM, provided by Purchasing

3.3.4. Instructions to Offerors – PM, provided by Purchasing

3.3.5. Supplementary Instructions – Developed by A/E, approved by PM

3.3.6. Bid clarification requests - Purchasing

3.3.7. Revisions, Clarifications, and Modifications during Bidding - Addenda – Draft prepared by A/E and PM and final prepared and distributed by Purchasing

3.3.8. Scopes of Bids or Proposals - PM

3.3.9. Pre-Bid/Proposal Meetings – PM, Chaired by Purchasing

3.3.10. Project Information

3.3.10.1. Preliminary Project Schedule and Phases – Developed by A/E, approved by PM

3.3.10.2. Project Budget Information – Developed by PM

3.3.10.3. Existing Condition Information – Developed by A/E, approved by PM

3.3.10.4. Survey Information – Developed by Surveyor

3.3.10.5. Environmental Assessment Information – Developed by Hazardous Material Consultant

3.3.10.6. Existing Material Information – Developed by A/E, approved by PM

3.3.10.7. Existing Hazardous Material Information – Developed by Hazardous Material Consultant

3.3.10.8. Geophysical / Geotechnical Data – Developed by Geotechnical Engineer

3.3.10.9. Permit Application – Obtained by A/E

3.4. PROCUREMENT FORMS AND SUPPLEMENTS

3.4.1. Bid/Offer Forms (alternate or variations) – Prepared by PM and/or A/E

3.4.1.1. Bid Security Form – PM, provided by Purchasing

3.4.1.2. Allowance Form – Prepared by A/E, approved by PM

3.4.1.3. Unit Prices Form – Prepared by A/E, approved by PM

3.4.1.4. Alternates Form – Prepared by A/E, approved by PM

3.4.1.5. Substitution Request Form – Prepared by A/E, approved by PM

3.4.1.6. First Tier Subcontractors Form – State of Oregon Form

3.4.1.7. Minority Business Enterprise Statement of Intent Form (if required) – PM, provided by Purchasing

3.4.1.8. Wage Rates Form – BOLI, included by reference

3.4.1.9. Bid Submittal Checklist – Prepared by A/E, approved by PM

3.4.1.10. Offeror Responsibility Form – PM, provided by Purchasing

3.4.1.11. Non-Collusion Affidavit – PM, provided by Purchasing

3.4.1.12. Criminal Background Check Certification – PM

3.5. CONTRACTING FORMS AND SUPPLEMENTS

3.5.1. Notice of Intent to Award – PM, provided by Purchasing

3.5.2. Notice to Proceed – PM

3.5.3. Agreement forms – PM

3.5.4. CM/GC Contract

3.5.5. Construction Contract

3.5.6. Trade Services Contract

3.5.7. General Conditions – PM

3.5.8. Trade Services General Conditions

3.5.9. Construction Contract General Conditions

3.5.10. Supplementary Conditions – Prepared by A/E, approved by PM

3.5.11. Insurance Requirements – PM

3.5.12. Allowances Schedule – Prepared by A/E, approved by PM

3.5.13. Unit Prices Schedule – Prepared by A/E, approved by PM

3.6. PROJECT FORMS

3.6.1. Performance and Payment Bond Forms – GC

3.6.2. Special Bond Form (if required) – PM

3.6.3. Public Works Bond – State of Oregon Form

3.6.4. Certificate of Insurance Requirements – GC- Risk

3.6.5. Request for Information (RFI) Form – Provided by A/E / GC, as required

3.6.6. Clarification Form/Architect Supplemental Instructions (ASI) – Provided by A/E, as required

3.6.7. Contract Change Directive –Provided by PM

3.6.8. Change Order Request – Provided by GC

3.6.9. Change Order Form - PM

3.6.10. Closeout Forms – Provided by A/E / GC

3.6.11. Certificate of Compliance Form (Asbestos Free Certification) –Provided by A/E, or an accredited Asbestos Consultant

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REVISION HISTORY

Rev 1: 3/2025

Section	Section Title	Revision
All	All	Renumbered all sections of the Technical Standard; included other minor formatting and edits for clarity.