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June 20, 2016

To: Superintendents, Chief Administrators, Community College Presidents, Board Secretaries and Business Managers

Re: New *Notice to Bidders* Requirements

The 2016 Legislature passed SF 2170, which changes the *Notice to Bidders* process in Iowa Code §26.3 for informing the bidding community of your intent to solicit competitive bids for a public improvement project. The Iowa Association of School Boards and Master Builders of Iowa are partnering to help you understand and comply with the new law.

Under the new law, effective July 1, there is no longer a requirement to “publish” a *Notice to Bidders* in a local newspaper.

Instead, the *Notice to Bidders* must be “posted” in **three** separate online sources at least once. The postings must occur *not less than 13 days and not more than 45 days* before the date for the bid letting. (Note that the timeline has also changed from the previous law, which was not less than 4 days and not more than 45 days.)

The three required online postings are:

1. In a relevant contractor plan room service with statewide circulation;
2. A relevant construction lead generating service with statewide circulation; and
3. On your school district, AEA or community college website OR on a website sponsored by a statewide association that represents you as the governmental entity.

Provisions 1 and 2: To assist with the first two requirements, Master Builders of Iowa is providing IASB members free access to the Construction Update Network, a subscription-based project information provider for contractors and the bidding community. This program meets the definition of both **1.** a relevant contractor plan room, and **2.** a lead generating service.

When a bid letting date has been established and a **Notice to Bidders** must be issued, send the contents of your **Notice to Bidders** to MBI's Construction Update Network by email at mbiplanroom-dsm@mbionline.com.

The Construction Update Network will issue a confirmation-of-receipt email. This email will confirm **Notice to Bidders** compliance with Iowa Code §26.3, outlined above. The Construction Update Network will also archive all **Notice to Bidders** in case the documentation is needed at a later date.

Provision 3: To comply with the third required posting, the **Notice to Bidders** will need to be posted on your school district, AEA or community college's website **OR** members can use IASB's website if you are for any reason unable to post to your own website.

More information and instructions for use of the IASB posting process will be available on the IASB website beginning July 1, 2016. Those members using the IASB posting service will also receive a confirmation email to aid you in documenting compliance.

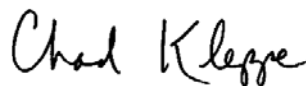
IASB and Master Builders of Iowa are working cooperatively to provide this **Notice to Bidders** service at no cost to IASB members, while creating a more efficient and effective means of notifying the bidding community.

For more information on this collaborative service, please contact IASB Deputy Executive Director/CFO Galen Howsare at ghowsare@ia-sb.org or MBI President/CEO Chad Kleppe at ckleppe@mbionline.com.

Sincerely,



Lisa Bartusek
Executive Director
Iowa Association of School Boards



Chad Kleppe
President/CEO
Master Builders of Iowa

Enclosure: **Notice to Bidders** Fact Sheet provided by Master Builders of Iowa