

Construction Bidding 1

Project Manager

Confirms project documents are complete Verifies all forms are received Verifies SFM approval

Prints, completes, and signs bid request form Director approves documents and

Provides to Property and Contract Manager:

- 1) Normally on tracking sheet:
- Request & preference for assignment.
- · Verification of project tracking
- · Target & MACC established
- · Approval to bid, indicated by SPA initials; and, specifying brevity, if any.
- 2) Normally on draft of Invitation to Bid:
 - **Designer** name, address, phone, fax, contact
 - · Project Name & Brief Project Description
 - · Plan rooms
 - · Plan deposit amount

Property and Contract Manager

- 1) Determines Bid Date:
 - Determines bid opening location
 - · Considers necessary lead time & approved brevity
- · Verifies availability of date, time, & place
- 2) Assigns Bid Date:
 - · marks in Bid Book monthly schedule
 - · captures necessary information
 - e-mails Project Manager
- 3) Enters ITB data in PITS
- 4) Generates documentation:
 - · PITS bid summary (to Bid Book)
 - · Print a copy of procurement screen
 - · Updates website bid list
- 5) Creates bid file with initialed project tracking sheet
- 6) E-mail sent to:
 - Project Manager
 - · Location Property and Contract Manager
 - · Construction Representative

Project Manager

- 1) Receives Bid Date from Bidding Property and Contract Manager
- 2) Informs Designer of Bid Date

Property and Contract Manager

Frequently checks, if there have been any changes in Bid List, Procurement Screen copies bid list to:

- · Bid Book
- · E-mails notice to **Designer**
- Schedules location.

Designer, during solicitation:

- 1) Receives:
- · Bid Start e-mail
- · acknowledgement of Bid date and time
- 2) Procurement screen updates website automatically
- 3) Informs potential bidders.
- 4) Distributes Bidding Documents to:
 - Property and Contract Manager
- · Construction Representative in field · Area plan rooms
- · Bidders of Record along with Bid Pack
- 5) Schedules and leads pre-bid conference.
- 6) Receives questions and requests for substitution from Bidders of Record.
- 7) Distributes Bid Tab at least 3 days before bid to Property and Contract Manager.

Property and Contract Manager, during solicitation: