Construction Bidding 2

Property and Contract Manager

Property and Contract Manager, during solicitation:

- 1) Reschedules bid opening, when required
- 2) & Receives Bidding Documents, Addenda/Updated bidding documents
 - · Enters data in PITS
 - · Keeps 1 set, binding addenda into fronts of manuals and drawings.
- 3) Receives preliminary Bid Tab, reviews, and notifies Designer of deficiencies
- 4) Receives bid tab (f.y.i.).
- 5) Readies location on bid opening day.
- 6) Receives bids until Designer arrives

Designer

- 1) Arrives 30 minutes before bid opening
- 2) Receives and reviews Bid Envelopes
- 3) Approves Bid Envelopes for opening
- 4) Distributes copies of Bid Tab to all attending
- 5) Conducts bid opening and fills out Bid Tab
- 6) Signs Bid Tab as Designer & Presiding Official
- 7) Obtains Owner rep signature if present
- 8) Same day provides a copy of Bid Tab to Property and Contract Manager
- 9) Makes necessary copies for self
- 10) Within 24 hours, sends to Property and Contract manager Bid Tab, Bid forms, bonds, and envelopes.
- 11) Investigates any concerns

Project Manager

1) Approves (by initialing) Designer letter of recommendation, or makes other recommendation as to disposition of bids. 2) Addresses any issues requiring SBC action

Property and Contract Manager

- 1) Recommendations and approvals:
- · Receives and checks.
- Obtains Project Manager approval of Designer recommendation.
- · Awaits SBC if required.
- · Enters data in PITS.
- · Files recommendation.
- 2) Resolution:
- · If rejected, closes file.
- · If awardable, initiates Contract.

Property and Contract Manager

- 1) Preliminary results:
- · Checks bids and Bid Tab.
- · Amends Bid Tab if needed.
- 2) Gives copy of Bid Tab to:
- 3) Enters data in PITS.
- 4) Files Bid Tab and Bids.
- 5) Secure cashier's checks.
- 6) Asks Designer for missing Documents
- 7) Verifies license, if appears awardable
- · SPA
 - Project Management Director
- · Project Manager
- SBC agenda Business Director and by fax to:
- · State Architect
- · Dodge Reports

Property and Contract Manager file closure when all bids rejected:

- 1) Enters data in PITS.
- 2) Disposes of cashier's checks.
- 3) Bidding Documents disposition:
 - Holds if Project Manager is certain of imminent re-use in re-bid.
 - · Otherwise, gives to Project Manager
- 4) File disposition:
 - Holds if Project Manager is certain of imminent re-bid.
 - · Otherwise, sends to main files.