

Bidding a Project

Do you really want the job?

Steps in bidding

- Obtain bid documents
- Share information with subcontractors and material suppliers
- Develop cost estimate
- Attend prebid meeting, if there is one
- Visit site, generally required in bid documents
- Prepare bid on proper form
- Submit on time at correct place

Bid Documents

- Specifications, generally what and who
- Plans, generally where and how
- Bid forms
- Addendums

Specifications, 1

- Notice to bidders
 - Contract information
 - Bidding procedures
 - Bid Opening and Consideration of Bids
 - Withdrawal of bid
 - Bid estimate
 - Bid guaranty and contract bond
 - Contract award and execution

Specifications, 2

- Definitions
- Bid form
- Responsible bidder information form
- Form of contract
- Contract bond
- General conditions
- Special conditions

Specifications, 3

- Technical specifications
 - All Contractors
 - General requirements
 - Alternates
 - General Contract
 - Site work
 - General building construction
 - Materials and finishes
 - Equipment

Specifications, 4

- Plumbing Contract, P1500s
 - Water, sanitary and storm system within building and short distance outside the building.
 - Tie into connections extended by general contractor

Specifications, 5

- HVAC Contract, H1500s
 - Air distribution
 - Heating
 - Air conditioning
 - Controls

Specifications, 6

- Electrical contract, 1600s
 - Main electric service to the building
 - Electrical distribution within the building
 - Phone and data??

Plans, 1

- Existing site
- Site development
- Architectural
- Structural
- Utilities
- Plumbing
- Heating
- electrical

Handling conflict between documents

- Obtain clarification from the design team
- Does the specifications give specific instructions on handling conflicts, especially after award of bid?
- Detailed generally takes priority over the general
- Specifications may take priority over the plans
- KNOW HOW CONFLICTS RESOLVED FOR LOCATION AND USER