

BIDDING PROCEDURES

WHAT TO EXPECT ONCE THE PROJECT IS ADVERTISED

Once the project has been Advertised in the Central Register, Newspaper, and Bidding Periodicals the Awarding Authority can expect many of the following events to occur.

BIDDERS

- Will Pick Up Bid Documents
 - Some Smaller Bidders May ask for Bid Packet Only (Distribute at No Cost)
- Will Give Plan Deposits;
- May Request Bid Documents be sent to them by Mail

AWARDING AUTHORITY

The Architect could contract with a service provider to perform some of the tasks described below and make plans available on-line.

- Distributes Plans
- Prepares & Keeps a List of **Contractors** that Pick Up Plans;
[Template for Keeping Information](#)
 - NAME
 - ADDRESS
 - PHONE NUMBER & (FAX)
 - CONTACT PERSON
 - GENERAL or SUB? SPECIFY TRADE
 - KEEP RECORD OF PLAN DEPOSIT
- Mails Plans to prospective bidders when Requested
- Sends List to CENTRAL REGISTER weekly (use form CR-5)
 - [Use Central Register Online Process](#)
- Has Update Statements and Contractor Qualification Statement (CQS) Forms Available for Bidders Upon Request; M.G.L. c.149 §44D
 - [DCAM Update Statements](#)
- Answers Questions (**This may be delegated to Architect**);
- Coordinates Site Inspections with Architect;
- Conducts Pre-Bid Conference with Architect;
- Receives Mailed Bids; Keep them in a safe secure place
- Receives Hand Delivered Bids Don't forget to take them to the Bid Opening!!
- Accepts Returned Plans & Returns Plan Deposits to Bidders