

BIDDING PROCEDURES

- Projects over \$25,000

HOW TO CONDUCT A BID OPENING

Currently two forms of Bidding are available to Housing Authorities: Live Bid Openings done at the HA office or Ebidding. The following information is primarily for Live Bid Openings. Notes on Ebidding can be found at the end of the document.

LIVE BID OPENING

At the Bid Opening, the Architect/Engineer and the Awarding Authority can expect and plan for the following:

- Bid Openings are Open to the Public and must start on time.
- Conduct the bid opening in an area that has some form of electronic device that displays the local time.
- Architect/Engineer and/or Awarding Authority's Representative should arrive at the bid opening location 30 minutes early

THINGS to BRING to a BID OPENING

- Mailed or Previously Delivered Bids (**un-opened**);
- Letter Opener to Open Envelopes;
- Pad of Paper or Preprinted Forms to Record Bids Received;
- Stapler and Staples;
- Paper Clips and Elastic Bands; and
- Stack of Empty Envelopes to keep Update Statements Confidential.

HOW to OPEN GENERAL BIDS

- Announce the Designated Hour and the Name of the LHA and Project;
- Bids must be Opened Forthwith!!
- OPEN & READ Bid Amounts Aloud;
- Reveal Contents of The Envelope!!!

ENVELOPE CONTENTS of the GENERAL BIDS RECEIVED

- Statutory Form for General Bid
- Form of Bid Deposit – Bid Bond or Certified/Registered Check
- DHCD's Bidders Reference Form (\$25k-\$100k)
- **On projects over \$100,000.00 – With No Sub Bids:**
 - DCAMM Certificate of Eligibility
 - DCAMM General/Prime Bidder Update Statement

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ENVELOPE CONTENTS of FILED SUB-BIDS RECEIVED

(PROJECTS OVER \$100K WITH STATUTORY FILED SUB-BID TRADES ESTIMATE TO COST \$20K OR MORE)

Filed Sub-Bids follow the same general format for bid opening as General Bids but are done **a minimum of 1 week prior to the General Bid**. If several Sub-Bids are expected, a minimum of two weeks is recommended. Statutory filed sub bids apply when the trade is estimated to cost \$20,000 or more;

- Statutory Form for Sub-Bid
- Form of Bid Deposit – Bid Bond or Certified/Registered Check
- **On projects over \$100,000.00 – With Sub Bids:**
 - DCAMM Filed Sub-bidder Certificate of Eligibility
 - DCAMM Filed Sub-bidder Update Statement

RECORDING and POSTING THE LIVE BID OPENING

- Create a Preliminary Bid SUMMARY List:
 - List Bidders Name and Address
 - List Bid Amounts from Low to High
 - List if Bid Bond Submitted – Identify Bid Bond or Check
 - List by number if Addendums were Acknowledged: YES/NO
 - List the Cost of Each Alternate – Identify Add or Deduct
 - Receipt of DCAMM Prime/General Contractor Certificate of Eligibility for **projects over \$100,000**: YES or NO
 - Receipt of DCAMM Prime/General Contractor Update Statement for **projects over \$100,000**: YES or NO
- Take ALL Bids under Advisement and **scan all Sub Bids and the Three Low General Bids to DHCD for review**
- POST **the SUMMARY of Bids Received** by the Awarding Authority:
 - The SUMMARY includes the name of the Bidder + Amount
 - The Filed Sub Bid Summary is NOT the Final Sub-Bid Tabulation.
 - For Filed Sub-Bid Opening it is not necessary to post the SUMMARY, but one may be provided if requested. It is important to note that the Summary has not be approved.
- The DHCD approved list of accepted Sub Bids is the **FINAL SUB-BID TABULATION** of Bids Received by the Awarding Authority;
 - **Plan Holders must receive the Final Sub Bid Tabulation at least 2 full working days prior to the receipt of General Bids by mail or fax.**

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- Bidders Can Review other submitted Bid Forms, Bid Deposits and Certificate of Eligibility **Under Controlled Conditions** (in the room where the bid opening occurs)

NOTE:

**UPDATE STATEMENTS ARE CONFIDENTIAL AND
CANNOT BE REVIEWED BY OTHER BIDDERS**

EBID OPENING

RECORDING and POSTING THE BID for EBID OPENINGS

Ebidding is a process by which an electronic host processes the entire bidding process from distributing documents to accepting bids. **Contact DHCD for the names of approved Ebid Hosts.**

- The Host Ebid Company will receive all bid documents.
- The Host will post approved Bid results for both Filed Sub-Bids and General Bids and send all documents to DHCD for review.
- The Host will also post all addendums for public viewing.
- The Ebid Host in the Ebidding process ensures that bidders acknowledge all addendums & alternates, inserts bid amounts and filed sub bidders.