

PW Construction Bidding Procedure

1. **ENGINEER** emails Sharon (spierce@slco.org) to make aware of upcoming project two weeks before specification manual will be available.
 - Numbers Required in Specification Manual:
 - Contract No. in specs = Req # (P:\Standards\ENGFORMS) with 'C' at the end and is included on Fact Sheet as 'Contract number in PeopleSoft'
 - Bidding No. in specs = 'ENG' + PeopleSoft Req number and is obtained from Buyer in step 5
2. **ENGINEER** processes requisition form with construction fact sheet and cost estimate attached as single document.
3. Agency Fiscal Office will enter the requisition into PeopleSoft and attach Fact Sheet.
4. Purchasing Manager will assign the project to a buyer.
5. Buyer will set up a pre solicitation conference call to discuss timeline, assign Bidding No, etc. (see agenda)
6. **ENGINEER** provides the complete plans / specification manual (fillable PDF version).
 - To advertise on a Sunday, complete documents must be sent to Contracts before NOON on the previous WEDNESDAY.
7. Buyer reviews the completed document and prints to PDF (to convert to non-fillable PDF).
8. Buyer sends an e-mail notification to DA-Contracts-CivilDivision@slco.org with the document attached.
9. Buyer will issue the bid through the County's designated electronic system.
10. Buyer will prepare and send the publishing notice to the newspaper by e-mail.
11. Buyer will prepare pre-bid sign-in sheet and agenda, and will email agenda to engineer to see if engineer has anything to add to the agenda.
12. Buyer will conduct pre-bid meeting with the **ENGINEER**.
13. Buyer will answer questions in County's designated electronic system by coordinating with **ENGINEER**.
(question deadline is 7 days before close of bidding per 00 21 13-2.01A.)
14. Buyer, with help from the **ENGINEER**, will issue an Addendum, if needed (4 days before close of bidding).
 - **ENGINEER** will prepare details for addendum and email to Buyer
 - Addendum should be issued whenever any changes are made to specification manual or drawings. No changes should be made in designated electronic system Q&A.
 - If any changes are made to Bid Schedule, the entire Bid Schedule document should be released as part of the Addendum.
15. After the bid due time, Buyer will enter any paper bids received into County's designated electronic system.

16. Buyer will download bids in County's designated electronic system and prepare Agency award memo.
17. Buyer reviews all documents for responsiveness and contacts two apparent low bidders for Sub-Contractors.
18. Buyer will e-mail document 00 43 00 section 1.04 for all bidders and Agency award memo to **ENGINEER**.
19. Buyer will email Sub-Contractors of two apparent low bidders to **ENGINEER**.
20. **ENGINEER** will prepare Bid Abstract and Agreement, and email both to the attorney for their approval (cc Buyer).
21. **ENGINEER** emails stamped Agreement, bid abstract and Agency award memo to the buyer.
22. Buyer enter award recommendation into County's designated electronic system.
23. Contracts Office enters the supplier contract into PeopleSoft.
24. Contracts Office will contact awarded Contractor to pick-up contract for review and signature.
25. Contractor signs contract, provides insurance certifications, and Performance & Payment Bonds to Contracts Office.
26. Contracts Office obtains Mayor/Designee signature on the contract.
27. Contracts Office scans fully signed contract into SIRE and other documents required by ordinance.
28. Contracts Office sends original contract and original bonds to Engineer.
29. **ENGINEER** responsible to keep original bonds in hard copy folder.
30. **ENGINEER** processes Work Order for construction sign (\$200/sign) and sends email to sign shop (Doug Swain) with necessary attachments (mob/demob sign, contractor logo, and contract amount). Email should state that 'cost should be charged to work order that is being processed'.
31. **ENGINEER** prepares sign-in sheet and agenda for pre-construction meeting.
32. **ENGINEER** conducts, with Buyer participation, pre-construction meeting.
33. **ENGINEER** prepares and emails NTP to Contractor with a cc to slco-purchasing.org.
34. Contracts Office enters information on State Construction Registry.