



The Bidding Process

selecting a general contractor by competitive bidding

BIDDING DOCUMENTS

In competitive bidding prospective contractors are invited and prepare bids stating, in a specified format, the sum of money, and sometimes the length of time, required to execute the project. It is a method for determining the lowest price for accomplishing the work described in the Bidding Documents. The Bidding Documents are:

- Invitation to Bid OR Advertisement to Bid
- Instructions to Bidders
- Bid Forms (to be filled-in by the bidders).
- Proposed Bidding Documents.
 - Agreement and Conditions of the Contract,
 - The Bidding Drawings and the Bidding Specifications and other documents or items listed Bidding Forms.
 - Available information such as surveys, soils report, records of existing conditions, existing drawings, etc.
- Addenda

The proposed Bidding Documents: Specifications, drawings, and Addenda, will become Contract Documents when the Owner/Contractor Agreement is signed

MODIFYING THE BIDDING DOCUMENTS

During the bidding process questions from the bidders or comments by others will be received and, if modifications to the BIDDING DOCUMENTS are necessary, the changes to the Drawings are made, clouded, and the revised documents are issued by ADDENDA (singular Addendum) using the RMW Addendum Form and the RMW ADDENDA log.

- Distribute the ADDENDA to all bidders at THE SAME TIME (best, post them in the same place).
- Addenda should be dated and numbered sequentially. Follow RMWs guidelines for showing changes in the Bidding Documents.

RISK MANAGEMENT

- NEVER NEVER NEVER ANSWER A QUESTION TO A SINGLE BIDDER. When a bidder asks a question (personally, by phone, email or any other way): **DO NOT ANSWER IT.** Document it and issue the response and any changes when applicable, in written addendum with all necessary documentation issued to all bidders simultaneously.
- All questions are answered to all bidders at the same time as ADDENDA.
- DO NOT ANSWER QUESTIONS TO SUBS. All questions have to come through the bidding GENERAL Contractors and the answers issued ONLY to the bidding GENERAL Contractors .
- Incomplete or tardy bids should be discarded. If you allow tardy or incomplete bids, we can be sued by the other bidders.

DOCUMENTS TITLE

Use the term **ISSUE FOR BIDDING** or **ISSUE FOR BID** when there is competitive bidding to select the General Contractor.

If the General Contractor is already selected and it will use the documents to bid among subcontractors, label the package as **ISSUE FOR PRICING.**

OWNER'S DOCUMENTS

When the Owner provides the Invitation to Bid, the Instructions to Bidders, the Bid Form, the proposed agreement, the Conditions of the Contract or any of the other documents, review them before they are distributed. If you are not sure what to look for, ask a senior member of the firm for help.

MANAGEMENT OF THE PROCESS

We may or may not manage the Bidding Process. This service should be clearly included in our contract as a Basic Service or as an Additional Service.

We always prepare the Bidding Drawings and the Bidding Specifications; other Bidding Documents may be prepared by the Owner or its CM. If so, review them.

DISTRIBUTION OF THE BIDDING DOCUMENTS

BEFORE you start electronic distribution, make sure that you have the list and electronic addresses of the ALL the bidders.

- DISTRIBUTE THE BIDDING DOCUMENTS TO ALL THE BIDDERS AT THE SAME TIME. The Bidding package should be exactly the same to all bidders. If you are placing the documents to a web site to be downloaded by the bidders, NOTIFY ALL THE BIDDERS AT THE SAME TIME of the location and any instructions if necessary.
 - Click “SEND” one time.
- DISTRIBUTE the ADDENDA TO ALL THE BIDDERS AT THE SAME TIME. The ADDENDA should be exactly the same to all bidders.
 - Click “SEND” one time.
- DO NOT DISTRIBUTE THE BIDDING TO DOCUMENTS including ADDENDA to subcontractors or suppliers AT ANY TIME. This is the sole responsibility of the Bidders.
- Maintain a list of BIDDERS showing who received documents and when were they sent.
- Include a date after which the bidders may not withdraw their bid proposals.
- Include the right of the Owner to reject any or all bids.

PRE-BID CONFERENCE

THE purpose of the Bid Conference is “*to provide the Bidders with a clear and consisting understanding of the Project requirement and scope.*” Attendance should be mandatory. You can download a template for the Bid Conference from Rspace or the QM Handbook.

BIDDING RESULTS

THE selection of the Contractor IS THE OWNER’S RESPONSIBILITY, not RMW’s. We advice and assist only.

We assist typically with review and recommendations, specially with alternates and substitutions included in the bid documents.

If all bids exceed the Project Owner, call your principal.

LETTER OF INTENT

IF the Owner wants to move forward immediately before signing an Agreement with the Contractor, the Owner can send a letter of Intent that is basically a formal document that prate gave agreed that a formal agreement can be achieved. The letter should set a timeline for negotiations and closing the deal, and signed by both parties.

PLEASE TECH-CHECK THE DOCUMENTS CAREFULLY BEFORE ISSUING!

RESPONDING TO QUESTIONS

It is recommended that the same people who prepared the Bidding documents be the ones who prepare the answers to bidder’s questions. Answers by others not members of the team that prepared the documents might not be correct.

All questions by bidders should be in writing, preferably in a PDF document attached to the email so that they can be stored and access easily.

Do not allow verbal questions by any bidders.

CHANGES TO DOCUMENTS

When the Owner provides the Invitation to Bid, the Instructions to Bidders, the Bid Form, the proposed agreement, the Conditions of the Contract or any of the other documents, review them before they are distributed. If you are not sure what to look for, as a senior member of the firm for help.

Sometimes the changes to the bidding documents are large and complicated; when this happens the Bid Time can be extended with the Owner’s authorization.

WHO IS IN CHARGE

We may or may not manage the Bidding Process. This service should be clearly included in our contract as a Basic Service or as an Additional Service.

We always prepare the Bidding Drawings and the Bidding Specifications; other Bidding Documents may be prepared by the Owner or its CM: If so, review them carefully.

Information in this module is taken from the AIA Architect’s Handbook of Professional Practice, 14th Edition, 12.4