SECTION 7: ACQUISITION PROCEDURES

SUBJECT: PUBLIC WORKS BID OPENINGS Procedure #7.3.13

POLICY

Public Works bids are opened in the Purchasing Department Bid room by the Director of Purchasing or a designee at 3 PM, when scheduled, except Mondays or days following holidays.

PROCEDURE

The Director or a designee, together with the Project Manager or a representative from FMO, will meet in the Bid room at 3 PM for opening.

I. Examine the Bids

All responses must include surety, usually in the form of a bid bond or cashiers check. A Bid Bond must mention the Project by name.

Generally, an Attorney of Record will be indicated. If Power of Attorney is indicated, it must be given to the Attorney of Record and must mention the Attorney of Record by name.
II. Reading the Bids

Once the bids have been examined, the following will be read in the order noted, (the Project Manager or FMO Rep will be recapping as the bids are read):

a. Vendor name

b. Acknowledgment of addenda (if applicable)

c. Base bid amount

d. Alternates (if applicable)

e. Principle sub-contractor(s) company names

f. Trench excavation price (if applicable)

g. MBE vendor name and $ amount (if required in bid specification)

h. WBE vendor name and $ amount (if required in bid specification)

i. Other items as may be noted for a specific public works bid
NOTE: Bids will generally include a formatted response section which denotes base bid, alternate bids and any other required information. The person opening/reading the bids should read from this form.

III. Recap

Once the bids have been read, all present will be asked to leave except for the Director of Purchasing & Stores/designee, the Project Manager and/or the FMO Representative. The Project Manager/FMO representative are responsible for recapping the bids. The MWBE directory is then consulted to verify all firms referred to in the low bid as MBE and/or WBE.

IV. Bid Distribution

The Project Manager/FMO Representative retains all the bids, but a copy of the recap is retained by Purchasing.