Middle Tennessee State University

Campus Planning/Construction Renovation

Construction Bidding

A) Project Manager
Provides to Budget Coordinator:
1) Normally on tracking sheet:
   - Request & preference for assignment.
   - Verification of project tracking
   - Target & MACC
   - Approval to bid, indicated by Director's initials; and, specifying brevity, if any.
2) Normally on draft of Invitation to Bid:
   - Designer name, address, phone, fax, contact
   - Project Name & Brief Project Description
   - Plan rooms
   - Plan deposit amount

B) Budget Coordinator
1) Determines Bid Date:
   - Determines bid opening location
   - Considers normal lead time & approved brevity
   - Verifies availability of date, time, & place
2) Assigns Bid Date:
   - marks in Bid Book monthly schedule
   - captures necessary information
   - informs Project Manager
3) Enters ITB data in PITS
4) Generates documentation:
   - PITS bid summary (to Bid Book)
   - Public Notice of Invitation to Bid
   - Updates website bid list
5) Creates bid file with initialed project tracking sheet
6) Public Notice to:
   - Designer, w/ 10 Bid Envelopes
   - Location Coordinator
   - Bid Board
   - Construction Services

C) Project Manager
1) Receives Bid Date from Budget Coordinator
2) Informs Designer of Bid Date

D) Budget Coordinator, at the end of each day, if there have been any changes in Bid List, copies bid list to:
- Bid Board
- Bid Book
- ED's Admin Asst

and by fax to:
- Dodge Reports
- F&A

E) Budget Coordinator
1) Receives copy of Public Notice of Invitation to Bid.
2) Schedules location.

F) Designer, during solicitation:
1) Receives:
   - Bid Start letter
   - copy of Public Notice Invitation to bid
   - 10 bid envelopes
2) Advertises bid in area newspaper.
3) Informs potential bidders.
4) Distributes Bidding Documents to:
   - Budget Coordinator
   - Construction Representative in field
   - Area plan rooms
   - Bidders of Record along with Bid Pack
5) Schedules and leads pre-bid conference.
6) Receives questions and requests for substitution from Bidders of Record.
7) Distributes Bid Tab at least 3 days before bid to Location Coordinator and Bidding Coordinator.

G) Budget Coordinator, during solicitation:
1) Reschedules bid opening, when required
2) Receives Bidding Documents,
   - Enters data in PITS
   - keeps 1 set, binding addenda into fronts of manuals and drawings.
3) Receives preliminary Bid Tab, reviews, and notifies Designer of deficiencies
4) On Monday before bid opening:
   - determines size of bid party

H) Budget Coordinator
1) Receives bid tab (f.y.i.).
2) Readies location on bid opening day.
3) Receives bids until Designer arrives.

I) Designer
1) Arrives 30 minutes before bid opening
2) Receives and reviews Bid Envelopes
3) Approves Bid Envelopes for opening
4) Distributes copies of Bid Tab to all attending
5) Conducts bid opening and fills out Bid Tab
6) Signs Bid Tab as Designer & Presiding Official
7) Obtains Owner rep signature if present
8) Same day faxes Bid Tab to Bid Coordinator
9) Makes necessary copies for self
10) Within 24 hours, sends to Bid Coordinator Bid Tab, Bid forms, bonds, and envelopes.
11) Investigates any concerns
12) Writes and sends letter of recommendation to Budget Coordinator.

J) Budget Coordinator
1) Preliminary results:
   - Checks bids and Bid Tab.
   - Amends Bid Tab if needed.
2) Gives copy of Bid Tab to:
3) Enters data in PITS.
4) Files Bid Tab and Bids.
5) Processes cash receipts.
6) Asks Designer for missing Documents
7) Verifies license, if appears awardable
8) Checks GS debarment, if awardable

- AVP Campus Planning
- Project Manager
- CPCA Support
- SBC agenda manager
- State Architect
- Dodge Reports

K) Budget Coordinator
1) Recommendations and approvals:
   - Receives and checks.
   - Obtains Project Manager approval of Designer recommendation.
   - Awaits SBC if required.
   - Enters data in PITS.
   - Files recommendation.
2) Resolution:
   - If rejected, closes file.
   - If awardable, initiates Contract.

L) Project Manager
1) Approves (by initialing) Designer letter of recommendation, or makes other recommendation as to disposition of bids.
2) Addresses any issues requiring SBC action.

M) Budget Coordinator
file closure when all bids rejected:
1) Enters data in PITS.
2) Disposes of cash receipts.
3) Bidding Documents disposition:
   - Holds if Project Manager is certain of imminent re-use in re-bid.
   - Otherwise, gives to Project Manager.
4) File disposition:
   - Holds if Project Manager is certain of imminent re-bid.
   - Otherwise, sends to main files.