

Gilbane Building Co./Maas Companies (GBMC) Checklist for Bidding and Award Procedure Responsibilities:

Rev. 10/11/12

Task / Activity	District Purchasing Services	GBMC
Create and maintain bid files for every project. Store the bid files in designated secure areas.	X	
Request draft Bid Calendar and Bid Number for Project from District Purchasing.		X
Provide Bid Number to GBMC for incorporation into specifications and drawings.	X	
Submit Purchase Requisition in Banner for approval.		X
Prepare and submit information to Purchasing to develop a draft Bid Calendar(s).		X
Finalize Bid Calendar - Collaboration between FHDA Purchasing Services and GBMC.	X	X
At least 2 weeks before desired bid advertisement date, submit proposed final version of bid documents to District Bond Director (BD).		X
Prepare and submit draft hard and soft copies of Division 0 and 1, including Special Conditions to Purchasing in accordance with the bid calendar.		X
Review and finalize Division 0 and 1, including Special Conditions.	X	
Burn a CD of District-approved Div. 0 & Div. 1 ("The Project Manual"), Div. 2-16 ("The Technical Specifications Manual"), and contract drawings or send to print shop for reproduction.		X
Prepare and submit Legal Ad for advertisement.	X	
E-mail/Fax "Legal Ad" to nine (9) SF Bay Area trade journals/builders' exchanges and posts information on Bidnet (notify PSA legal counsel if applicable).	X	
Receive, organize and distribute bid packages to nine (9) SF Bay Area trade journals/builders' exchanges, and to other prospective bidders upon request. Provide full set of hard copy bid documents to District Purchasing Services.		X

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Provide Bid Documents to FHDA's nine (9) SF Bay Area trade journals/builders' exchanges, District and college stakeholders, the architect, and all prospective bidders upon request. Provide full set of bid documents to District Purchasing Services.		X
Maintain official plan holders list that (a) includes the company names, mailing addresses, fax numbers, and contact persons for the contractors that obtained the documents from the District/Gilbane <i>and</i> that (b) includes the same information for all contractors who attended the mandatory job walk (when applicable).		X
Assist District Purchasing Services by inviting appropriate District personnel and consultant representatives (architects/engineers) to pre-bid meeting(s) and job walk(s) and scheduling conference room (DAC only).		X
Lead and conduct pre-bid/job walk with GBMC Project Engineer and consultants.	X	
Create an official sign-in sheet for attendees.	X	
Distribute a copy of completed sign-in sheet to all attendees.	X	
E-mail/Fax a list of pre-bid meeting attendees and/or the plan holders list to requestors.	X	X
Maintain Bid Question records.	X	
Receive written questions from bidders, and distribute to GBMC for responses by appropriate agencies.	X	
Receive the answers from the Architect and GBMC and review content with BD and accept/modify.	X	
Review architect Addenda content with BD, add additional information etc.	X	X
Receive final architect Addenda and incorporate into District Amendment.	X	X
Finalize Amendment upon authorization of BD and send to Gilbane for distribution.	X	

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Print and distribute each District-approved sequentially numbered bid document <u>amendment, no less than 72 business hours prior to scheduled bid opening</u> , to all bidders on the plan holders mailing list except those, if applicable, who have failed to attend mandatory pre-bid meetings and/or mandatory job walks, Builders Exchanges, Architect and District.		X
Maintain copy of the amendment distribution list to verify timely and complete distribution.		X
Add copies of all bid amendments to the applicable District Bid File.	X	
Organize and conduct the Bid Opening.	X	
Store all bids in the Bid File.	X	
E-mail/Fax preliminary results of bid information to trade journals/builders' exchanges, prime contractors, subcontractors, and others upon request.	X	
Analyze the accepted bids, verify licenses, and prepare a spreadsheet that shows the lowest responsible bidder.	X	
Confirm bid information and seek references from apparent low bidder.	X	
Create draft for the "Notice of Intent to Award Contract."	X	
Issue the "Notice of Intent to Award."	X	
Receive bid protests (if any) until five (5) calendar days after Notice of Intent to Award.	X	
Draft the FHDA Board of Trustees agenda submittal that recommends award to the lowest responsible and responsive bidder, based upon input from BD.	X	
Submit Board Agenda Item in accordance with Board calendar requirements.	X	
Draft Notice of Award letter to successful bidder and the related "Contract Agreement."	X	

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Issue the FHDA standard "Notice of Award" letter signed by the District Purchasing Director, which includes the request for payment bond, performance bond, certificates of insurance, and three FHDA standard Contract Agreement to the successful bidder after BOT approval of the contract.	X	
Receive signed contractor documents (i.e., Contract Agreement, payment bond, performance bond, certificates of insurance, etc.) by the date designated in the Notice of Award letter.	X	
Meet with Risk Manager to review bonds and insurance and to obtain Risk Management sign-off.	X	
Draft and issue the "Notice to Proceed" letter to contractor, copy BD and GBMC.	X	
Create, encumber and distribute Purchase Order.	X	