

BID PROCESS & CHECKLIST

FOR

LABOR & CONSTRUCTION PROJECTS UNDER \$150,000

BEING BID ONLINE VIA BONFIRE

Project Information

Project Title	
Project Manager	
Estimated Total Construction Cost	
Fiscal Tracking Number	
Speedtype	

Bid Information

Submit to Central Register by	
Bid Advertised/Plans ready on	
Site Visit Scheduled (Date & Time)	
Site Visit (Location)	
General Bids Due on (Date)	
Estimated Contract Award by (Date)	
On-Site Work Begins on (Date)	
Substantial Completion by (Date)	
Project Complete by (Date)	
Brief Scope of Work	

BID PROCESS SUMMARY

Step 1	The Project Manager (PM) completes the Project Information section of this document located on page 1 and the Bid Information & Timeline section located on page 1 and sends this document to Procurement.
Step 2	Procurement generates a bid number, completes required advertising and requests wage rates as outlined in the Bid Advertising section located on page 3 of this document.
Step 3	PM emails the bid specifications and drawings to Procurement. Procurement completes the Bid Book and uploads it to Bonfire.
Step 4	Procurement updates the Central Register weekly with the plan holders list.
Step 5	Upon completion of the bid walkthrough the attendee list is immediately emailed to Procurement by the PM
Step 6	If applicable, PM sends any required addenda to Procurement. Procurement works with Bonfire to post addenda.
Step 7	The General Bid opening is completed by someone in Procurement and sent out through a Public Announcement, responses are made available to PM for review through Bonfire. PM notifies Procurement on decision.
Step 8	Contractor is notified with intent to award and requested to submit required bonds and insurance to Procurement. Once completed and signed, contracts are returned to procurement for signature on behalf of the University.

Bid Advertising (To be completed by procurement)

Bid Number Assigned	
Entered into the Central Register	
Create Project in Bonfire	
Sent to the Standard Times	
Posted Outside of Procurement Office	
Entered into COMMBUYS	
Added to Bid Board	
Requested Wage Rates	

Specifications and Drawings

Procurement Receives Specifications	
Procurement Receives Drawings	
Procurement Completes Bid Book	
Procurement Uploads documents to Bonfire	

Central Register Plan Holders List Updated

Wednesday	
Wednesday	

General Bid Opening

Bids are obtained by Procurement	
Procurement Reviews Bids, posts to Bonfire	
Bids are sent to PM for Review through Bonfire	
PM reviews and accepts low bidder or request to reject and provides justification	

Contract Award

Intent to award is sent to vendor and bonds and insurance are requested	
Vendor sends required documents to Procurement and a contract is generated and sent electronically to Vendor for signature.	

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Vendor completes and signs contract and sends it back to the University	
Contract is signed by authorized university official	
Contract Award is posted to the Central Register	

Requisition and Purchase Order

Department Receives Requisition	
Procurement Reviews and Approves Requisition and issues PO	