

**BID PROCESS & CHECKLIST FOR  
LABOR & CONSTRUCTION PROJECTS OVER \$150,000  
BEING BID ONLINE VIA BIDDOS  
BID NUMBER:**

**Project Information**

Project Title	
Project Manager	
Estimated Total Construction Cost	
Speedtype	

**Bid Information & Timeline**

Submit to Central Register by	
Bid Advertised/Plans ready on	
Site Visit Scheduled for	
Site Visit Location	
Sub-Bids Due on	
General Bids Due on	
Estimated Contract Award by	
On-Site Work Begins on	
Substantial Completion by	
Project Complete by	
List Designer(s)	
List DCAMM Requirements for GC's	
List DCAMM Sub-Bid Categories	
Sets of Bid Documents required for department	
Charge for Bid Documents	
Scope of Work	

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**BID PROCESS SUMMARY**

<b>Step 1</b>	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.
<b>Step 2</b>	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.
<b>Step 3</b>	If Smart Spec is being used, Procurement creates a project; PM enters in Bid information and works with the designer to upload specifications and drawings directly onto BidDocs site.  If Smart Spec is NOT being used the PM emails the bid specifications and drawings to Procurement. Procurement completes the Bid Book and emails it to BidDocs.
<b>Step 4</b>	Procurement updates the Central Register weekly with the plan holders list.
<b>Step 5</b>	Upon completion of the bid walkthrough the attendee list is immediately emailed to Procurement by the PM
<b>Step 6</b>	If applicable, PM sends any required addenda to Procurement. Procurement works with BidDocs to post addenda.
<b>Step 7</b>	The sub-bid opening is completed automatically on BidDocs, responses are sent by Procurement to the PM for review. Once finalized, Procurement marks sub-bid results official on BidDocs.
<b>Step 8</b>	The General Bid opening is completed automatically on BidDocs, responses are sent by Procurement to the PM for review. Once finalized, Procurement marks bid results official on BidDocs.
<b>Step 9</b>	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.

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**Bid Advertising (To be completed by procurement)**

Bid Number Assigned	
Entered into the Central Register	
Copy of CR advertisement is emailed to BidDocs	
Sent to the Standard Times	
Posted Outside of Procurement Office	
Entered into COMMBUYS	
Added to Bid Board	
Requested Wage Rates	
Create Requisition for BidDocs	

**Specifications and Drawings (WITH SMARTSPEC)**

Procurement creates project in BidDocs	
PM enters bid and designer information	
PM works with Designer to upload specifications and drawings	
Procurement attaches Prevailing Wage rates	
Notify BidDocs that project is ready for review	
Feedback from BidDocs is reviewed and responded to as appropriate	

**Specifications and Drawings (WITHOUT SMARTSPEC)**

Procurement Receives Specifications	
Procurement Receives Drawings	
Procurement Completes Bid Book	
Procurement Sends Bid Book to PM for Review	
Procurement Receives OK from PM	
Procurement Sends Bid Book and Drawings to BidDocs	
Feedback from BidDocs is reviewed and responded to as appropriate	

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**Central Register Plan Holders List Updated**

Wednesday	
Wednesday	
Wednesday	

**Sub-Bid Opening**

Sub-Bids are obtained by Procurement	
Procurement Reviews Sub-Bids	
Sub-Bids are sent to PM for Review	
PM reviews and approves or request to reject and provides justification	
Once Decision is finalized, Procurement Provides Official Sub-Bid Results via BidDocs	

**General Bid Opening**

Bids are obtained by Procurement	
Procurement Reviews Bids	
Bids are sent to PM for Review	
PM reviews and accepts low bidder or request to reject and provides justification	
Once Decision is finalized, Procurement Provides Official Bid Results via BidDocs	

**Contract Award**

Intent to award is sent to vendor and bonds and insurance are requested	
Vendor sends required documents to Procurement, contract is generated and sent electronically to Vendor for signature.	
Vendor completes and signs contract and sends it back to the University	
Contract is signed by authorized university official	
Contract Award is posted to Central Register	

**Requisition and Purchase Order**

Department Receives Requisition	
Procurement Reviews and Approves Requisition and issues PO	