

OP-B-11-B RECEIPT AND OPENING OF CONSTRUCTION BID PROPOSALS AND CONTRACT AWARD

SPECIFIC AUTHORITY

Sections 255.0525, 255.29, 1001.74(28), 1013.46, F. S.

OBJECTIVE

To describe the bidding process for construction projects.

OVERVIEW

This document describes the bidding process from the establishment of bid time and location to the posting of the final bid tabulation after determination of the low bidder.

A. DETERMINATION OF PRE-BID BUDGET

The Facilities Design and Construction Office (FDC) determines the pre-bid budget within which the construction award shall be made, generally reserving no less than 3% of the construction line on the COIP as a construction contingency for new projects and 5% for renovation projects.

The FDC revises the Capital Outlay Implementation Plan (COIP) reflecting the pre-bid construction budget and contingency in accordance with OP-B-11-H Capital Outlay Implementation Plans, Encumbrance Authorizations and Budget Authority.

B. SCHEDULING PRE-BID MEETING, BID DATE AND LOCATION

The project manager, in consultation with the project architect/engineer, schedules the dates for the pre-bid meeting and the bid opening, in accordance with Section 255.0525, F.S.

Determination of Bid Opening Location:

The project manager selects a location for the opening of bids with consideration given to:

1. Accessibility
2. Parking facilities
3. Room capacity
4. Repetitive use of space

C. PLACEMENT OF CALL FOR BIDS

The FDC places a Call for Bids in accordance with FSU Online Policies and Procedures OP-B-11-A Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid.

D. BIDDING PERIOD

In accordance with Section 255.0525, F. S., the solicitation of competitive bids for projects projected to cost more than \$200,000 must be published in the *Florida Administrative Weekly (FAW)* at least twenty-one (21) days prior to the established bid opening. The solicitation of competitive bids for projects projected to cost more than \$500,000 must be published in the *Florida Administrative Weekly (FAW)* at least thirty (30) days prior to the established bid opening, and at least once in a newspaper of general circulation in the county where the project is located at least thirty (30) days prior to the established bid opening and at least five (5) days prior to any scheduled pre-bid conference.

E. BID TABULATION FORM

The project manager directs the project architect/engineer to prepare a bid tabulation form with columns to display the following information:

1. acknowledgment of the required bid bond/security
2. acknowledgment of receipt of all addenda (state number of addenda)
3. base bid amount
4. each alternate bid amount

The bid tabulation form also includes the construction budget and a statement at the bottom of the form which reads: "The bid results indicated hereon do not represent the final compliance review by the Owner and are subject to change. The Florida State University will notify each bidder by U.S. Mail of the successful bidder. Failure to file a protest within the time prescribed in Chapter 120, F. S., shall constitute a waiver of proceedings under Chapter 120, F. S."

F. BID CHAIRMAN

The University designates an individual from its staff as the chairman for the bidding procedure. The chairman may designate someone (usually the project architect/ engineer) to provide assistance with opening and reading the bids.

G. BID OPENING

1. Either the chairman for the bidding procedure or a designee should be at the appointed place no less than thirty (30) minutes prior to the time scheduled for the opening of bids. The actual chairman should be at the appointed place no later than fifteen (15) minutes prior to the time scheduled for the opening of bids. The chairman should verify the accuracy of his or her timepiece prior to the bid proceedings.

At two (2) minutes prior to the closing of bids, the chairman announces aloud and publicly, in the place designated for the receipt of bids, that:

- a. the chairman's timepiece is the official timepiece for the closing time for submittal of bid proposals;
 - b. no bids will be considered which are incomplete or which are tendered after the closing time; and,
 - c. there are precisely two (2) minutes remaining until the closing time.
2. The chairman announces the closing time. Any bids submitted thereafter will not be accepted.
 3. The chairman's assistant opens the bid proposals, verifying that each proposal contains:
 - a. the bid bond/security
 - b. the acknowledgment of receipt of all addenda
 4. Upon the verification of completeness of the bid proposal, the chairman reads the bid aloud:
 - a. acknowledging receipt of the required bid bond/security
 - b. acknowledging the acknowledgment of the receipt of all addenda
 - c. reciting the proposed sum for the base bid
 - d. reciting the proposed sums for each of the alternates
 5. Non-responsive Proposals
Any obviously non-responsive proposal is not read aloud. The chairman announces the deficiency causing the bid to be non-responsive and its disqualification thereby. The disqualified proposal must be impounded rather than returned. When there is doubt as to the responsiveness of the proposal, it must be read aloud, with an accompanying announcement as to the apparent possible deficiency.

Apparent Low Bidder

After a preliminary evaluation of all proposals, the chairman may notify all persons present of the apparent low bidder, who submitted the low responsive aggregate bid within the predetermined construction line of the official project budget, with the qualification that the final determination has yet to be made and could change the outcome. The aggregate bid consists of the base bid, plus additive alternate bids applied in the order in which they are listed on the bid tabulation form, awarding as many alternates as possible within the approved budget. If the apparent low bidder cannot readily be determined, the chairman may simply announce that the determination will be forthcoming and that the bid tabulation form will be posted.

Close of Proceedings

The chairman closes the proceedings and advises the bidders that the bids will be reviewed for compliance with the bidding conditions and advises them that the notice of intended decision will be posted on the FDC web page.

H. POSTING OF BID TABULATION FORM

Unless an alternate location for the posting of the bid tabulation form is announced at the bid opening, the bid tabulation form must be posted at the location where the bids were opened. The bid tabulation form should remain posted for seventy-two (72) hours. Additionally, the FDC will post the results of the bid opening on its web page.

I. AWARD OF CONTRACT

The FDC determines the low bidder by determining the following:

1. that the actual bid price for the Base Bid and alternates accepted in numerical order within the pre-established construction budget.
2. that the bid proposal is in compliance with requirements of the bid specifications and the contract documents;
3. that the contractor has the required current contractor's license and (a copy should be placed in the University project file);
4. that the contractor holds a currently active Florida Corporation Charter Number which may be verified by contacting the Department of State, Division of Corporations (if the contractor is a corporation).

After determination of the low bidder, the University prepares an "Award of Construction Contract" (Forms section) for the signature of the President or designee. Upon signature of the award, and in accordance with section 120.57, F.S., the notice of intended decision is posted on the FDC web site, with the following note: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes."

FORMS

Award of Construction Contract



FLORIDA STATE UNIVERSITY
AWARD OF CONSTRUCTION CONTRACT



DATE _____

PROJECT NAME _____

FS # _____

BUDGET \$ _____
(pre-established construction budget)

On _____, bids were received for the above-referenced project within the approved budget
(date)
for the base bid and alternates _____ through _____ (OR, ... for the base bid only) in the total
amount of \$ _____. The consulting architect/engineer and the Office of Facilities
recommend the award of this contract to _____.
(legal name of firm)

Recommended by:

Dennis Bailey
Associate VP for Facilities

Date

The contract is hereby awarded as recommended above.

Approved by:

T. K. Wetherell
FSU President

Date