

Bid Proposal Forms

Bid Proposal Forms: Bid forms are designed by the consulting engineer or owner, to contain information for selection of the lowest responsible, responsive bidder. The form should be structured to avoid potential mistakes usually caused by last minute quotations received by the contractors.

Recommendations:

1. Design bid forms to allow information that can be supplied within 48 hours after the scheduled letting time to be submitted at that time. Determine the critical information necessary for the bid opening and then provide for the supplemental information to be submitted within an allowable period after the bid letting.
Examples include:
 - Listing trade contractors or material manufacturers
 - Providing a schedule of values
 - MBE/WBE information
2. Always use the KISS rule - and keep the bid form as simple as possible.
3. If available to the owner, allow the contractor to write the time of completion of the project. Generally this yields the best price.
4. Limit the bid numbers that need to be written out long hand. Use the written long hand number as the controlling number for total lump sum bids only. Avoid requiring written long hand numbers for bid alternates and/or for unit price bids.
5. Bid alternates, additive or deductive, can add to the complexity of bid submission and add to the risk of errors. Alternates should be minimized wherever possible. If bid alternates are necessary, it is recommended to award the project on the basis of the lowest responsible, responsive base bid only, independent of the bid alternates.
6. The bid form should include acknowledgement of addenda. Often times direct acknowledgement of the addenda is required at the time the contractor receives this addenda, however, it is recommended to require this acknowledgement on the bid form as well.
7. Inclusions by the owner should be listed on the bid form such as the following:
 - Pre-negotiated materials or equipment (list price and manufacturer)
 - Cash allowances (list the amount)
8. Do not require the entire specification book to be submitted on bid day. Include space on the bid form for all necessary information that must be submitted. Also include and identify all bid form attachments that must be submitted.