

## **DEB Notice 110810 – CPSM Appendix F – Checklist for Opening Bids**

Effective: 11-08-2010

Delete CPSM Appendix F, Checklist for Opening Bids, dated 7/1/04, and replace in its entirety with the version dated 11-08-2010, included as pages 2 – 5 of this Notice.

Section II, Procedures For Verification Of Bidder Status, was added to Appendix F for coordination with DEB Notice 091010, Debarment and Enjoinment Procedures for Construction.

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## CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

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### APPENDIX F: CHECKLIST FOR OPENING BIDS

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The Agency shall assure that the person receiving bids, called the Bid Officer, is thoroughly trained / knowledgeable in the proper procedure for receiving and documenting bids.

#### **I. PROCEDURES FOR RECEIVING BIDS**

- (1) On the morning bids are due, check the time on the clock, the date/time stamp, and the FAX machine in the bid receipt area to assure the times are coordinated and correct. Assure that the clock visible to bidders in the bid receipt area shows the correct time.
- (2) When bids or modifications are delivered to the bid receiving office, the bids shall be date stamped and the time noted or stamped on the envelope showing the time of receipt.
- (3) The bid receipt deadline must strictly comply with the specific time called for in the Invitation for Bids. It is suggested that the Bid Officer give a warning that the Bid Receipt Deadline is near such as **"The time is now 1:55 pm and all bids must be received by 2:00 pm."**

The Bid Officer shall be responsible for deciding when the Bid Receipt Deadline has arrived and shall announce **"The 2 PM Deadline has arrived. All bids and bid modifications in our possession at this time are deemed to be timely. No further bids or bid modifications will be accepted."**

- (4) When multiple bids are delivered just prior to the bid receipt deadline, the Bid Officer shall accept the bids up to the deadline without taking time to note the time on each bid. After announcing that the deadline has arrived, the Bid Officer or assistant should note on those bids which were timely but not stamped that the bids were received prior to the 2:00 pm deadline.
- (5) If a bidder wishes to change the amount of his bid, such change must be received by telegram, Facsimile, letter or written on the outside of the bid envelope before the time set for receipt of bids. Methods for modifying the bid are further described in the Instructions to Bidders, CO-7a.
- (6) The bids, including any modifications, shall be kept in a locked security container by the Bid Opening Designee.

## **II. PROCEDURES FOR VERIFICATION OF BIDDER STATUS**

- (1) As soon as possible after the bids are received, and before opening the bids, the Contractor License and Debarment status must be verified. If the Contractor License number is not on the bid envelope, contact the bidder and have them provide the information. Without this information on the envelope, the bid shall be considered nonresponsive and the bid shall not be opened. Return the unopened bid to the bidder.
- (2) Go to the DPOR website at <http://www.dpor.virginia.gov/regulantlookup/> and check for licensure. If the contractor is not properly licensed, the bid shall be considered nonresponsive and the bid shall not be opened. Return the unopened bid to the bidder.
- (3) Go to the eVA website at <http://www.eva.state.va.us/> and check for debarment status under name and cross reference column for the DPOR Contractor License number. If the contractor has been debarred, the bid shall be considered nonresponsive and the bid shall not be opened. Return the unopened bid to the bidder.

### **III. PROCEDURES FOR OPENING BIDS**

- (1) Once the Agency Bid Opening Designee determines that the bid opening hour has arrived, a **statement should be made as to the number of bids received**. It is prudent to inquire whether any bidder has any question about the pending opening. After receiving either a negative reply or after answering questions, proceed to open the bids in alphabetical order. **Do not open work papers!**
- (2) Paragraph 4 of the Instructions to Bidders requires the Contractor to place its Contractor License Class and License Number on the envelope and on the bid documents. Para. 4(c) of the CO-7a gives instructions for action if not shown.
- (3) Prior to revealing any of the information in the bid, the Bid Opening Designee must verify that
  - the Bid Bond or Certified Check in the amount of 5% is attached where required and
  - that the Form of Proposal is signed by the bidder and
  - Bidder information complies with Item 4(b) and (c) of the Instructions to Bidders. Only then shall the other bid information be revealed. If the Bid Bond or Certified Check is not included or if the Bid is not signed, the bid shall not be read or considered.
- (4) If a modification to the bid has been received, check it to assure that it has been signed by one of the persons listed on the Bid Form as authorized to make such modifications. If the modification was not inside the envelope or written on the outside of the envelope, check the time received to assure that it was before the deadline.
- (5) After Opening the Bid envelope and checking for the information above, state the following items and record on the bid tabulation form:
  - a. Bidder/Contractor's Name
  - b. Virginia Registration No.
  - c. Work papers were \_\_\_\_ were not \_\_\_\_ submitted.
  - d. Receipt of Addenda 1 thru \_\_\_\_ are acknowledged.
  - e. Bid Bond or Certified Check is \_\_\_\_ is not \_\_\_\_ included.
  - f. Bid Form is signed.

#### **THEN**

##### **g- Read Bid Information**

- Any proper Bid Modification received,
  - Part A - Building Base Bid Amount,
  - Part B - Sitework Base Bid Amount,
  - any other Parts of the Base Bid,
  - the TOTAL BASE BID AMOUNT, and
  - then any Additive Bid Item Amounts in order.
  - (days for completion if Bidder was allow to state such on the Bid Form)
- h. Any **qualification** to the requested information on the Bid Form shall be noted as the bid is read.

#### **IV. PROCEDURES AFTER BID OPENING IS COMPLETE**

- (1) Keep all bids, work papers, etc. until 2 hours after bid opening to allow the Bidders to state he made a mistake. Do not open Work Papers unless low bidder claims an error!
- (2) After two hours, return all Bid Bonds, checks, etc., to all but 3-lowest bidders. Work papers can be returned to all.
- (3) Keep bids and bid bonds or checks from 3-lowest bidders until Contract is signed.
- (4) Contact Department of Professional and Occupational Regulation, Contractor's Section, and verify Contractor Class and Registration No. of the 3 lowest bidders (and listed subcontractors, if any).
- (5) Prepare an official tabulation of bids indicating:
  - a. Name and Project Code of project as on the specifications
  - b. Time and date of bid receipt and opening
  - c. Exact Name, address, telephone & FAX numbers of Bidders
  - d. Bidder's Virginia Registration Number (or non-requirement statement).
  - e. All amounts bid for Base Bid(s), Parts, the Total Base Bid Amount, any Bid Modification and Additive Bid Items.
  - f. Completion time stated, if Bidder was given the option.
  - g. Acknowledgement of receipt of all addenda and number of addenda issued.
  - h. Whether or not sealed work papers were submitted.
  - i. Name of Agency Bid Opening Designee.