

# Building Design and Construction Manual

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## CHAPTER 14 – BIDDING

### 1.0 General Information

- 1.1. When the requirements for Bid Documents in Chapter 13 are met, OFPM will prepare and combine specification Documents A through I, Section 01 0000, and the specification cover(s) with the technical specifications, table of contents, page(s) with each discipline's seal, and edited Division I sections provided by the project architect/engineer. Reference Chapter 13 for specification submittal procedures.
- 1.2. OFPM will set the bid date. The project architect/engineer will coordinate the date, time and location for the pre-bid, if required. The pre-bid conference will be at least 10 calendar days prior to the bid date.
- 1.3. The bid date will be advertised in the Kansas Register, at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/) and on the on-line plan room at <http://kansasOFPM.contractorsplanroom.com/>.
- 1.4. Significant problems that arise less than ten (10) calendar days prior to the bid date shall be brought to the attention of the state agency and OFPM, and may result in the postponing of the bid date.
- 1.5. OFPM has contracted with Integrated Digital Technologies (IDT), an electronic plan room, for plan distribution on all restricted and unrestricted capital improvement projects, unless otherwise designated. The link to the on-line plan room can be found under "Job/Project List" at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/) or by selecting the yellow On-Line Plan room button.
  - 1.5.1. Access to the IDT plan room site is free as long as registration is completed from the OFPM link or at <http://kansasOFPM.contractorsplanroom.com/>. Click on the tab "Register Now!" located on the left side of the screen. An accurate email address is required and a 7-step process will need to be completed by each new user.
  - 1.5.2. At their expense, interested bidders may download the documents to their computer, print them on their printers or plotters, or may order prints from a reprographer. There is a fee of \$7.50 from IDT to bundle and send to a reprographer (this occurs if you select the "Order" button on the IDT website). This is not the printing cost. The reprographer assesses the printing charges when the contractor orders the prints.
  - 1.5.3. Contractors, subcontractors and suppliers are responsible for understanding the scope of the work involved in these documents and for obtaining the appropriate documents for their work.
  - 1.5.4. Procedures for the OFPM plan room's distribution of paper bid documents that differ from the procedures detailed below are outlined at the end of this chapter.

### 2.0 Project Architect's/Engineer's Responsibilities

- 2.1. Submit an e-mail address as a single point of contact on the OFPM Front End Data DCC Form 305.
- 2.2. Correct and re-send files that cannot be uploaded due to format, errors or file naming.
- 2.3. Conduct a pre-bid conference when requested by the agency.
- 2.4. Prepare all addenda, except the first addendum, which is reserved for OFPM use.
- 2.5. Evaluation of all materials and equipment submitted as substitutions to those specified.

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- 2.6. Prepare addenda regarding interpretations, clarifications, and approved substitutions.
  - 2.7. Substitutions may be requested following the process outlined in the specification manual.
    - 2.7.1. Approved substitutions will be made via addenda. The submitting firm will be notified directly, but the approval is not official until it appears in the addenda. .
    - 2.7.2. The project architect/engineer will notify the submitting firm of substitution requests that are not approved.
  - 2.8. If authorized by the agency, notify OFPM of the date, time and place of a pre-bid conference for the first addendum prepared by OFPM.
    - 2.8.1. If the agency wishes to make the pre-bid mandatory, they must express this to OFPM prior to the issuance of the first addendum.
    - 2.8.2. If a walk-through following a pre-bid conference is the only time the contractors will be allowed to view the project site, it must be stated clearly in the notification of the pre-bid
  - 2.9. The project architect/engineer shall chair the pre-bid conference, referencing the sample Pre-Bid Agenda DCC Form 320, available at [www.da.ks.govfp/](http://www.da.ks.govfp/).
    - 2.9.1. Consultants will be present at the pre-bid conference, present a description of work, answer questions, and participate in a walk-through of the project site, if necessitated by the project scope.
  - 2.10. Prepare an addendum with a list of attendees and all interpretations and corrections to the bid documents discussed at the meeting and/or during the on-site walk-through.
- 3.0 Office of Facilities and Property Management Responsibilities
- 3.1. Set the bid date and release the project to bid.
  - 3.2. Create the project data pages and upload (post) all of the bid document files.
  - 3.3. Print and distribute all bid documents to the project team as identified by the agency.
  - 3.4. Provide the successful bidder with up to ten (10) sets of bid documents for project construction.
  - 3.5. Determine when drawings completed on 11" x 17" paper will be added to the back of the specification manual or printed as a separate set of bid documents.
  - 3.6. Proof and edit the format of all addenda provided by the project architect/engineer.
  - 3.7. Coordinate with agency and Procurement and Contracts to determine revised bid date.
- 4.0 Owner Responsibilities
- 4.1. When projects are bid through the OFPM plan room in lieu of the electronic plan room, the owner will pay all costs to print and distribute all bid documents to interested bidders, the owner, design team and OFPM.
  - 4.2. The Owner will pay for the additional costs to print and distribute bid documents for use by the owner, design team and OFPM.

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- 4.3. The Owner will pay for costs to print and distribute up to ten (10) sets of bid documents for use by the contractor during construction.
  - 4.4. Addenda will only be sent to plan holders who received plans directly from OFPM or are on the OFPM plan holder list.
- 5.0 Addenda
- 5.1. OFPM will upload all addenda to the electronic plan room and print and distribute all addenda to the owner, design team and OFPM.
  - 5.2. Except for the first addendum, addenda shall be written by the project architect/engineer in electronic .DOC/.DOCX and e-mailed to both the OFPM Plan Room ([lori.ploude@da.ks.gov](mailto:lori.ploude@da.ks.gov)) and the OFPM architect/engineer for approval. Addendum DCC Form 315 is available at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/).
  - 5.3. Addenda for printed set of bid documents will be organized as follows:
    - 5.3.1. Addendum form (printed in pink,)
    - 5.3.2. New bid form, if required (different color than the original bid form),
    - 5.3.3. Specifications either white, green or yellow (depending on discipline),
    - 5.3.4. Drawing sheets (white).
  - 5.4. Submit applicable documents to OFPM for addenda on a CD/DVD as follows:
    - 5.4.1. In electronic .DOC/.DOCX, .PDF Due to restrictions on the computer security system, **no** .ZIP files can be received.
    - 5.4.2. The sign-in sheet from the pre-bid conference will be reproduced in handwritten form. Typed versions of this document will not be published.
    - 5.4.3. All drawings shall be on the same sized paper with the same title block and same information required in the titleblock as the originals.
      - 5.4.3.1. Drawings shall be identified with the corresponding addendum article number.
      - 5.4.3.2. Drawings will be attached at the end of each printed addendum.
    - 5.4.4. If the project architect/engineer is providing drawings larger than 11" x 17", OFPM shall be notified in advance, and one day shall be added to addenda deadlines in the guidelines noted in Section 9.0 of this chapter.
      - 5.4.4.1. Any drawing larger than 11" x 17" shall be sent to OFPM on vellum / Mylar® properly sealed, signed and dated and properly identified by addendum number.
  - 5.5. OFPM reserves the right to correct formatting and reorganize the addendum and any related attachments to allow ease of uploading and/or printing.
  - 5.6. The project's final addendum will be issued by the OFPM plan room no later than seven (7) working days prior to the project's bid date.

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5.6.1. The project architect/engineer is required to deliver the final addendum by 10:00 am eight (8) working days prior to the bid date for formatting, uploading printing, distributing.

5.6.1.1. Any addendum received after the above deadline may require postponement of the bid date.

5.7. Addendum language for projects being **rebid** shall be: "This project is being rebid without any changes to the bid documents".

5.8. Addendum language for projects being **revised** for rebidding shall give a brief description of the changes with sufficient detail to inform the bidders what was revised.

5.9. Addenda will be available to those registered with the project on the OFPM electronic plan room website.

5.9.1. Paper copies of the addendum will be sent to the agency, design team and OFPM planner.

### 6.0 Opening and Review of Bids

6.1. Procurement and Contracts is responsible for opening and reviewing bids for each project.

6.2. Once the bids are reviewed and sent to OFPM, the bid tabulations are posted under "Tabulation of Bids" at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/) and forwarded to the state agency and the project architect/engineer for their review.

6.3. If the bid is within the amount of funds allocated for the construction of the project, the project architect/engineer will make a recommendation to the state agency regarding the lowest responsible bidder.

6.4. If the state agency accepts the lowest responsible bidder and notifies OFPM, OFPM will send an advice of award of contract to the Procurement and Contracts for further processing.

6.5. If the state agency accepts add alternates which changes the lowest responsible bidder's major subcontractor(s) listed on the bid form, the lowest responsible bidder is required to provide the name and address of the major subcontractor(s), which are changed.

6.6. If the state agency does **not** intend to award a construction contract and notifies OFPM, OFPM will announce the agency's decision under "Tabulation of Bids" at [www.da.ks.gov/fp/](http://www.da.ks.gov/fp/).

6.7. If no bids are received for the project, OFPM will send a letter to the agency requesting further comment from the agency.

6.8. If the Topeka/Shawnee County state offices should be closed due to inclement weather or any other unforeseen condition and we have a project scheduled to bid, the following procedures will apply.

6.8.1. A note will be added to the on-line plan room similar to below.

6.8.1.1. "Due to inclement weather this project will be rescheduled to bid on a later date. The revised bid date will be published when we return to the office and will be issued via an addenda."

6.8.2. It is the responsibility of the project architect/engineer, contractors and other plan holders to visit the online plan room to view this information.

6.8.2.1. To determine if state offices are closed check out [www.wibw.com](http://www.wibw.com) click on Cancellations and Closings. State office closings are listed under Government and noted as "Topeka / Shawnee County State offices".

6.8.3. We will attempt to contact the project architect/engineer for the projects in question to verify postponement.

6.8.4. OFPM and Procurement and Contracts, in coordination with the agency, will select the revised bid date once we return to work. An addendum will be published on the above website confirming the new bid date.

### 7.0 Award and Signing of the Construction Contract

7.1. Procurement and Contracts will issue unsigned construction contracts for the project to the contractor, state agency and OFPM, which are to be signed and returned to Procurement and Contracts.

7.1.1. The agency will return their signed contract and forward a Purchase Order to the Procurement and Contracts.

7.1.2. The contractor will return signed contracts to Procurement and Contracts along with the following:

7.1.2.1. proof of workers' compensation insurance, comprehensive general liability and automobile liability in the required amounts

7.1.2.2. builder's risk insurance for new construction (or an all-risk installation floater for renovations)

7.1.2.3. a performance bond (Specification Document G);

7.1.2.4. a public works bond (Specification Document H) in an amount equal to the contract price,

7.1.2.5. a county bond receipt.

7.2. Procurement and Contracts will complete the agency's purchase order and forward to Accounts and Reports.

7.3. A&R encumbers the money and notifies Procurement and Contracts that the contract is complete.

7.4. The contractor will receive two fully executed contracts from Procurement and Contracts.

### 8.0 When Bids Exceed Allocated Funds

8.1. Following the bidding period, should the lowest qualified bid exceed the approved construction funding, identified on the OFPM Frontend Data Form DCC 305, the project architect/engineer shall consult with the project team to determine how to proceed.

8.2. If the decision is made to modify and revise the bid documents for re-bidding, the project architect/engineer shall, **without** additional compensation, modify and revise the bid documents as needed for re-bidding.

- 8.3. The revised bid documents shall be submitted as directed by the state agency and OFPM.
- 8.4. If a project is rebid or re-issued due to errors and omissions by the project architect/engineer and/or the firm's consultants, the project architect/engineer may be required to pay for the use of the on-line service, printing and shipping costs associated with the re-issuance of the bid documents.

**END OF CHAPTER 14**