

BID PROCESS

- I. Advertisement/Notice to Bidders**

- II. Pre-Bid Meeting**
 - A. Review specifications and/or drawings**
 - B. General Walk-Thru**

- III. Bid Opening**
 - A. Bids are opened and publicly read**
 - B. Evaluations are performed to determine the most responsive bidder**

NOTE:

FOR ALL CONSTRUCTION WORK OVER \$30,000.00, THE CONTRACTOR MUST HAVE A NORTH CAROLINA GENERAL CONTRACTOR'S LICENSE FOR THE APPROPRIATE TRADE AND AMOUNT OF THE JOB.

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|---------------------------------|---------------------------|
| • City Privilege License | Up to \$30,000.00 |
| • Limited License | Up to \$250,000.00 |
| • Intermediate License | Up to \$500,000.00 |
| • Unlimited License | Unrestricted |

RESPONSIVE BIDDER

TO BE CONSIDERED “RESPONSIVE”, THE SUBMISSION PACKAGE MUST BE IN A SEALED ENVELOPE AND CONTAIN THE FOLLOWING (IF APPLICABLE):

- 1. BID FORM**
- 2. LIST OF STAFF AND/OR EQUIPMENT**
- 3. REFERENCES**
- 4. HUD FORM 5369- REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS**
- 5. INSURANCE CERTIFICATION (LIABILITY AND WORKMAN’S COMP)**
- 6. NON-COLLUSIVE AFFIDAVIT**
- 7. SECTION 3 – M/WBE REQUIREMENTS**
- 8. APPROPRIATE LICENSING**
- 9. LIST OF SUBCONTRACTORS**
- 10. 5% BID BOND (IF APPLICABLE)**
 - CERTIFIED BANK CHECK**
 - MONEY ORDER**
 - BOND FROM BONDING COMPANY**

CONTRACT AWARD

PRELIMINARY MEETING

- SIGN AND EXECUTE CONTRACTS**
- ISSUE NOTICE TO PROCEED**
- REVIEW SCHEDULES**
- ESTABLISH POINTS OF CONTACT**
- REVIEW BILLING PROCEDURES**
- REVIEW SECTION 3-M/WBE GOOD FAITH EFFORTS**
- SUBMIT PERFORMANCE BOND (IF APPLICABLE)**
 - *25% Letter of Credit**
 - *20% Cash Escrow**
 - *100% Bond from Bonding Company**
 - *50% Bond at the Start of the Project**
 - 50% Bond Halfway through the Project**

BID PACKAGE

- * **INVITATION TO BID**
- * **HUD FORM 5369, INSTRUCTIONS TO BIDDERS**
- * **HUD FORM 5369A, REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS**
- * **SPECIAL CONDITIONS**
- * **BIDDERS QUALIFICATIONS**
- * **SPECIFICATIONS/ SCOPE OF WORK**
- * **DRAWINGS (if applicable)**
- * **WAGE DETERMINATION**
- * **BID FORM**
- * **BID BOND OR OTHER BID GUARANTEE**
- * **NON-COLLUSIVE AFFIDAVIT**
- * **SECTION 3-M/WBE REQUIREMENTS**
- * **SAMPLE EVALUATION CRITERIA FORM**
- * **PERFORMANCE AND PAYMENT BOND FORM**
- * **INSURANCE CERTIFICATION**