



General Contractor - Preparing for the Bid

Session 1

- (1) Receive bid plans and specs and get overview of what project entails.
- (2) Put together budgetary numbers to major items to give notice to bonding company of potential size of project.
- (3) Reach out to subcontract and vendor community notifying the General Contractors interest in bidding the project and solicit sub quotes through company email, fax, telephone, etc. Advise Subcontractor if a prequalification package is required to be executed in order to be considered.
- (4) Start to review project plans and specifications with thorough detail line by line to identify the best way to construct or phase the job.
- (5) Make contact with key Subcontractor or team members to discuss any potential irregularities in the construction process or scheduling concerns on how they might want to handle their scope. Establish teaming agreement(s) for specialty contractors (if applicable) some projects such as, Design Build, may require confidentiality agreement be executed before any dialogue with Subcontractor(s).
- (6) Enter into General Contractors bidding system every pay line item in specifications with potential sub-categories underneath line item if need be to break down line items further. Optional-review bid items establish work breakdown structure and set up estimate accordingly.
- (7) Contact ADOT with any questions or discrepancies that are identified a minimum of 72 hours in advance of the bid to get clarification.
- (8) Try and answer questions that the subs and vendors might have in regards to the project 48 to 72 hours before bid opening.
- (9) Start receiving sub quotes and entering them in the General Contractors estimating program line by line as they come in. Analyze scope and exclusions to compare if we are entering same scopes between Subcontractors and identify if they are missing items.



Subcontractor Bidding Best Practices

Session 2

- (1) Make best effort to contact the General Contractor days in advance of bid to let them know you are interested in teaming up with them to bid the project and find out the name of the Estimator handling your part of work.
- (2) Go through the plans and specifications in detail in regards to your work. Communicate to General Contractor any concerns or clarifications to your portion of the project.
- (3) Offer to help General Contractor with preliminary budget numbers to give to their bonding company. Most General Contractor will not need the help because of their past pricing history but this does show them that you are willing to help them be successful.
- (4) Do not just get bidders list and fax a quote to every plan holder on the list. This results in companies getting your bid who decided not to bid the project. This also is an impersonal way of doing business that doesn't build on a relationship of who you are and what you can provide. Send quote, by name, to the person you previously found out was handling your scope of work.
- (5) Be professional in the way you present your bid. Try not to hand write proposals but if you choose to at least make it legible.
- (6) Include your scope of work preferably 48-72 hours before bid that you are pricing but more importantly be very clear what you are pricing is not covering and what your expectations are of the General Contractor if they are to supply you with things as staging, water, etc.
- (7) Include in your proposal the ability to bond if applicable, your SBE/DBE vendor number, and possibly availability of crews.
- (8) Include work durations, this helps General Contractors understand how you priced your work. It also helps them to determine how long the General Contractor will need to support your work with supervision and/or items which are excluded in the Subcontractor's proposal (i.e. dust control, traffic control, bond, etc.).



Includes/Excludes

Session 3

(1) General Contractor will often look at the Subcontractor's exclusions on a proposal before reviewing price. This analysis may determine that the proposal is deemed non-responsive if the Subcontractor is excluding work specifically required under the bid items the Subcontractor is proposing on (i.e. night work, limited access, etc.).

(2) If you are going to exclude Davis-Bacon wages on a prevailing wage job you are probably not going to be considered.

(3) If you are going to exclude materials such as concrete on a concrete quote make sure it is very clear that this is a labor only bid. General Contractor to purchase concrete. Provide optional item giving the Contractor the ability to add excluded items to Subcontractor's proposal.

(4) You can exclude anything you want but if you exclude spoils, asphalt patch back, etc. it is extremely helpful that you quantify these items so the General Contractor knows how much to add to your price to cover these items. If you do not quantify them, the General Contractor may just add an arbitrary high number to your bid making your bid higher than your competitors bid who includes these items.

(5) Clarify whether your bid is priced to do all the work on the proposal or the General Contractor can break it up in pieces such as Landscaper breaking out seeding.

(6) Clarify that proposal is submitted as a package. Identify any bid items or categories of work that could be awarded individually.

(7) Remember to acknowledge the correct number of addenda's with a number. Do not put "all" because you could have missed one and not know it.

(8) It is hard to use a quote that is good for 15 days from the time of bid. Proposal should be valid for the same number of working days as required by the General Contractor to Owner.

(9) Acknowledge that you ("Subcontractor") can comply with the "General Contractors" insurance requirements and indemnity language. This should be a consideration before putting the time and money in preparing an estimate.



Timing, Bid Day & DBE Documentation

Session 4

(1) Time is precious on bid day. If you can provide pricing prior to the actual bid date you should. You always have the ability to revise it up to bid time.

(2) At the very least send an abstract bid including all your scope and exclusions minus any pricing, if you are not ready to give prices. Sending an abstract bid also reminds the General Contractor that you will be providing a bid.

(3) During the 5 days after bid day the General Contractor will diligently go through the sub quotes he used to make sure the last minute quotes are all reviewed for completeness.

(4) If there are questions in regards to your subcontract proposal the General Contractor may contact you to clarify inclusions/exclusions.

(5) It is common practice, that company policy does not allow them to give out information in regards to low bid Subcontractor until after the project is awarded by ADOT.

"Bid Shopping" – Bid shopping is only in existence because the subcontracting community allows it.

If price cutting after the bid by Subcontractors did not take place, bid shopping would not happen.

Is cutting your price prior to bid opening bid shopping?