

## University of Missouri Construction Contract Bid Opening Procedures

The following procedures and possible irregularities are detailed for the use of Facilities Personnel in charge of any contract bid opening.

- A. Prior to Bid Opening who will record and who will echo bids. You will always officiate and read bids. Need at least 2 people.

5. Have multiple copies of the bid tabulator form with a heading of the project, campus and other appropriate information. The form should include the following information spaces on a horizontal line to be filled in for each bidder. Spaces are to be arranged in vertical columns with the following headings. Instruct the Consultant not to insert plan holder names in the tabulation form prior to bid opening.

Bid Opening

Space for:                      Company Name

Check off spaces for: Base Bid

Alternates

Unit Prices

- 
1. Assure that the method of timekeeping is accurate and that acceptance of bids is stopped exactly at the closing time stated, based on your timepiece. Bids delivered after closing time are to be refused.
  2. Make sure each proposal is stamped or marked when received with the date and time received.
  3. Make sure proposals are sorted in the order to be read. Usually they are read in the order received.
  4. Take proposals into the opening room after closing time for receipt of bids and prior to opening time.
  5. Make sure the door remains open until attendees leave after the bid opening. This is a public opening (open to any persons wanting to attend).
  6. Arrange for distribution of tabulation forms to attendees.
  7. Introduce yourself (if any persons present do not know you), the Consultant(s), and anyone else you deem appropriate.



(name of project)." Thank all bidders for their time and interest in bidding the project and invite them to submit proposals again for future University work.

19. Announce the schedule (and procedure, if appropriate) for determining and announcing the successful bidder (e.g., Board Meeting date, when contract will be mailed, etc.).
20. Ask for any questions or comments on the bid opening, the project or the drawings and specifications.
21. Before bidders leave the room, it may be necessary to ask the apparent low bidder(s) to remain in the room for questions about their bid(s) after others leave.
22. After a reasonable time (10-15 minutes maximum), pick up all proposals from the table and place them in the proper envelopes. (You should watch all original proposals that are available for inspection to make sure that someone does not alter or take any of the proposals.) Any attendee may look at, copy from, or ask questions about any proposal, but proposals are to remain at the table, preferably on the table.
23. After determination of alternates, apparent low bidder, etc. has been made, complete your preparation of a budget for the project and submit it in draft form to the designated person in your office. You should keep a copy of the budget in your specifications for future reference.
24. Other functions may be necessary to perform immediately after the bid opening, such as discussion with the Campus Manager, and others, of alternates, the budget source, fund availability, etc. You may need to prepare a budget for the signature of the appropriate person at this time so funds can be allocated, or whatever else may be required can be done to expedite issuance of a contract.

3. Bidder's Statement of Qualifications Omitted

If not included in the bid, require these items immediately after the bid opening is done from the three low bidders.

4. Addenda not Acknowledged

Contact the bidder and inquire.

5. Subcontractors Not Listed

Contact the bidder and inquire.

6. Unit Cost, One or More Omitted:

Contact the bidder and inquire.

7. Alternates, One or More Not Quoted

Announce that one or more alternates were not quoted and continue with the bid opening procedure. Explain "the bid may not qualify if alternates selected by the Owner are not quoted".

8. Proposal Qualified:

Proposal is modified by statement(s) or is modified by changing wording of the proposal form or is modified by a statement and quote for alternate that is not requested in the Form of Proposal.

Do not read any statements unless it effects the bid amount. Explain: "the modification may disqualify the proposal."

9. Request from Bidder to Withdraw or Modify Proposal After the Proposal is Turned in and Stamped In:

If request is received prior to closing time for receipt of bids: Grant withdrawal and modification if the completed bid is resealed and resubmitted before closing time. Stamp bid in again, alternately, permit bid to be withdrawn and not read, if it is withdrawn before closing time.

If request is received after closing time for bids and prior to bid opening time: Do not permit withdrawal. Bid must be read as submitted.

If request is received during bid opening: Do not permit withdrawal. Bid must be read as submitted.

If request is received after the bid opening is completed: Do not permit. Bid stands as read.

General rule: All bids are to be retained after closing time regardless of circumstance.

10. Request from Bidder to Exchange a Bid Bond for a Check or Request to Insert a Bidder's Statement of Qualifications in a Proposal:

If request is received after proposal is submitted and before closing time: Permit exchange if it is completed and the bid resealed before closing time. Have bid stamped in again.

If request is received after closing time and before bid opening: Do not permit exchange. Bid must be read as submitted.

If request is received during bid opening: Do not permit exchange. Bid must be read as submitted.

