

February 13, 2002

CHANCELLOR'S MEMORANDUM UCF-12.01-02/02

SUBJECT: Receipt and Opening of Construction Bid Proposals

AUTHORITY: Sections 240.209(3)(p), 255.0525, 255.29, F. S.
Rule 6C-14.021, F.A.C.

POLICY/PURPOSE: To describe the bidding process for all construction projects which are separately funded and for which a separate Capital Outlay Implementation Plan (COIP) has been established.

Determination of Pre-Bid Budget. The university determines the pre-bid budget within which the construction award shall be made, reserving no less than 3% of the construction line on the COIP as a construction contingency for new projects, and 5% for renovation projects.

To establish the maximum pre-bid construction amount, the university shall submit a request for a revised COIP reflecting the pre-bid construction budget and contingency prior to placement of a Call for Bids. This COIP revision is in accordance with the requirements of CM-D-38, Capital Outlay Implementation Plans and Budget Releases, and Encumbrance Authorizations.

Scheduling Pre-Bid Meeting and Bid Date. The university schedules, in consultation with the project architect/engineer, the dates for the pre-bid meeting and the bid opening, in accordance with Section 255.0525, F.S.

Determination of Bid Opening Location. The university selects a location for the opening of bids with consideration given to:

- a) Accessibility
- b) Parking facilities
- c) Room capacity
- d) Repetitive use of space

University Placement of Call for Bids. The university places a Call for Bids in accordance with UCF-05, Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid.

Bidding Period. In accordance with Section 255.0525, F. S., the solicitation of competitive bids for projects projected to cost more than \$200,000 must be published in the *Florida Administrative Weekly (FAW)* at least 21 days prior to the established bid opening. The solicitation of competitive bids for projects projected to cost more than \$500,000 must be published in the *Florida Administrative Weekly (FAW)* at least 30 days prior to the established bid opening, and at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least five days prior to any scheduled pre-bid conference.

Bid Tabulation Form. The university directs the project architect/engineer to prepare a bid tabulation form with columns to display the following information:

- a) acknowledgment of the required bid bond/security
- b) acknowledgment of receipt of all addenda (state number of addenda)
- c) sealed list of subcontractors (Only the apparent low bidder's list will be read aloud. All other bidders' lists will be retained until the award is made.)
- d) base bid amount
- e) each alternate bid amount

The bid tabulation form also includes the construction budget and a statement at the bottom of the form which reads: "The bid results indicated hereon do not represent the final compliance review by the Owner and are subject to change. The *(name of university)* will notify each bidder by U.S. Mail of the successful bidder. Failure to file a protest within the time prescribed in Chapter 120, F. S., shall constitute a waiver of proceedings under Chapter 120, F. S."

Bid Chairman. The university designates an individual of appropriate authority from its staff as the chairman for the bidding procedure. To ensure compliance, the chairman for the bidding procedure reviews the requirements of the publicly advertised Call for Bids and of this CM.

Chairman's Assistant. The chairman may designate someone to provide assistance with opening and reading the bids.

Bid Date. Either the chairman for the bidding procedure, or the chairman's assistant, should be at the appointed place no less than 30 minutes prior to the time scheduled for the opening of bids. The actual chairman should be at the appointed place no later than 15 minutes prior to the time scheduled for the opening of bids. The chairman should verify the accuracy of his or her timepiece prior to the bid proceedings.

At two minutes prior to the closing of bids, the chairman announces aloud and publicly, in the place designated for the receipt of bids, that:

- a) the chairman's timepiece is the official timepiece for the closing time for the submittal of bid proposals;
- b) no bids will be considered which are incomplete or which are tendered after the closing time; and,
- c) there are precisely two minutes remaining until the closing time.

Bid Closing. The chairman announces the closing time as becoming effective at the sound of the gavel (or other instrument capable of making a loud noise). Any bids submitted thereafter will be received, but not opened.

Bid Opening. The chairman's assistant opens the bid proposals, verifying that each proposal contains:

- a) the bid bond/security
- b) the acknowledgment of receipt of all addenda
- c) the sealed list of subcontractors

Upon the verification of completeness of the bid proposal, the chairman reads the bid aloud:

- a) acknowledging receipt of the required bid bond/security
- b) acknowledging the acknowledgment of the receipt of all addenda
- c) acknowledging receipt of the list of subcontractors
- d) reciting the proposed sum for the base bid
- e) reciting the proposed sums for each of the alternates

Non-responsive Proposals. Any obviously non-responsive proposal is not read aloud. The chairman announces the deficiency causing the bid to be non-responsive, and its disqualification thereby. The disqualified proposal must be impounded rather than returned. When there is doubt as to the responsiveness of the proposal, it must be read aloud, with an accompanying announcement as to the apparent deficiency.

Apparent Low Bidder. After a preliminary evaluation of all proposals, the chairman may announce to all persons present the apparent low bidder, who submitted the low responsive aggregate bid within the predetermined construction line of the official project budget. The aggregate bid consists of the base bid, plus additive alternate bids applied in the order in which they are listed on the bid tabulation form, awarding as many alternates as possible within the approved budget.

The chairman opens the sealed envelope and, if the apparent low bidder has previously been announced, reads the list of subcontractors aloud as submitted by the apparent low bidder.

Close of Proceedings. The chairman closes the proceedings and advises the bidders that all bids will be reviewed for compliance with the bidding conditions, including MBE requirements, and that all bidders will be notified of the successful bidder.

Posting of Bid Tabulation Form. Unless the university announces an alternate location for the posting of the bid tabulation form at the bid opening, the university must post the bid tabulation form at the location where the bids were opened. The bid tabulation form should remain posted for 72 hours.

Contract Award. The contract award is made in accordance with CM-N-13, Award of Construction Contracts.

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