

## SECTION 00 43 20 – CONSTRUCTION MANAGER’S SUBCONTRACT BID PROCEDURE

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing the subcontractor bidding process.
  - 1. The Construction Manager is expected to represent the Owner’s interest in soliciting competitive bids, including:
    - a. Soliciting a sufficient number of bids to ensure that at least three (3) bids are submitted for each bid package
    - b. Obtaining prior **written** approval from the Owner for any Work that the CM proposes to self-perform.
    - c. Soliciting competitive bids on all biddable scopes of Work.
    - d. Obtaining a minimum of three (3) bids for each bid package, unless specifically exempted in the CM Agreement.
    - e. Delaying the opening of bids for any bid package until three (3) or more bids are received, unless directed otherwise by the Owner.
- B. Related Requirements:
  - 1. Section 00 43 30 "GMP Submittal" for procedures governing itemization and breakdown of scopes of work.

## 1.3 PROPOSED BIDDERS LIST

- A. Prior to soliciting bids, the Construction Manager shall submit a list of proposed bidders to the Owner and Architect/Engineer. The list must be approved prior to distribution of the Bid Documents to the proposed bidders. Once approved, the list may be modified only with the written consent of the Owner and Architect/Engineer.

## 1.4 INSTRUCTIONS TO BIDDERS

- A. The Construction Manager's Instructions to Bidders shall specify the level of breakdown that the low bidder must provide prior to award of contract. At a minimum, the bid must be broken down into materials and labor, as well as into line items corresponding with the GMP Breakdown.
- B. The Construction Manager shall include in the Instructions to Bidders a complete listing of plans & specifications. Construction Manager shall distribute the complete set of plans, specifications and addenda to all subcontract bidders. The subcontractor's bids shall include the listing of plans/specifications/addenda along with a signed statement acknowledging receipt of all listed documents. The bid shall also acknowledge receipt of all addenda and supplemental instructions at the time of the bid.

## 1.5 BID OPENING

- A. The Owner and Architect must be **invited (at least 48 hours in advance)** to attend each bid opening. Bid openings for all trades should be conducted at the same time and date unless extenuating circumstances exist.
- B. All sub-contractor bids must be submitted to the Construction Manager in a sealed envelope, unless specifically exempted in the CM Agreement. Bids from subcontractors who are not listed on the Proposed Bidder List must not be opened, unless authorized by the Owner. Electronic bid submission & opening is acceptable if prior written approval is given by the Owner and provisions are made for the Design Professional and Owner to observe the opening.
- C. All bidding subcontractors are to list their proposed sub-subcontractor(s) in their bid proposal.

## 1.6 EVALUATION AND AWARD

- A. The Construction Manager is to evaluate the bids and then submit results for the Owner and Architect/Engineer to review. For each bid package, submit the following documents in a single *.pdf* file:
  - 1. *Recommendation Letter* – Provide a cover letter which summarizes the scope of work and the recommended bid, including the subcontractor and total amount requested. This amount must match the amount shown on the GMP breakdown.
  - 2. *Bid Scoping Spreadsheet* – This shall be in the format shown in the attached Sample Bid Spreadsheet, no exceptions. The recommended bidder shall be listed first.
  - 3. *Subcontractor Bids* – Attach the recommended bid first, followed by all remaining bids.

- a. Mark each page of each bid in the upper right hand corner to indicate the bidder's name.
  - b. Attach a written statement from invited bidders who declined to bid.
  - c. Any adjustments to the subcontractor bids made during the bid scoping process must be itemized on the Bid Scoping Spreadsheet and substantiated with a written statement from the bidder attached to their original bid.
  - d. In the event multiple bidders excluded scope from their bid, each bidder **must** be given an opportunity to quote the additional work. This opportunity must be given to the bidder in writing.
4. *Instructions to Bidders* – Include any addenda and informal instructions provided to prospective bidders. Attach any documents issued to prospective bidders which were NOT included with the drawings and specifications as issued by the Architect/Engineer. **Include signed statement from each bidder per Section 1.4 B**
- B. The Architect/Engineer will review the submitted documents for compliance with the requirements of the Drawings and Specifications and then issue to the Owner a written recommendation to either accept or reject the Construction Manager's recommendation for award.
  - C. The Owner will then review the Architect's/Engineer's recommendation for final approval.
- 1.7 ISSUANCE OF SUBCONTRACTS
- A. The Construction Manager shall issue subcontracts for the exact amount approved by the Owner, no exceptions. Any subsequent adjustments to subcontracts must be itemized for the Owner's review on the Schedule of Values and noted as an "After-Bid Adjustment" or "Sub-Change Order."
  - B. Provide Owner with a copy of all executed subcontracts prior to the first pay application.
- 1.8 CLOSEOUT
- A. Upon Final Completion, the Construction Manager shall submit to the Owner a tabulation of the final contract amounts for all awarded subcontracts, including subcontractor change orders and adjustments to allowances.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

ATTACHMENTS:

1. Sample Bid Scoping Spreadsheet

# SAMPLE BID SPREADSHEET

Bid Package: Gypsum Board	Bidder 1 [name]	Bidder 2 [name]	Bidder 3 [name]	Bidder 4 [name]
Furnish/Install Gypsum Board as specified	\$384,494 <sup>1</sup>	\$390,000 <sup>1</sup>	\$401,333 <sup>1</sup>	\$420,890 <sup>1</sup>
Cold formed metal framing	Yes	Yes	Yes	Yes
Building insulation	Yes	Yes	Yes	Yes
Furring and lathing	Yes	Yes	Yes	Yes
Portland cement plaster	Yes	Yes	Yes	Yes
Gypsum wallboard systems	Yes	Yes	Yes	Yes
Install frames	\$12,000 <sup>2</sup>	Yes	Yes	Yes
MR gypsum board	Yes	Yes	Yes	Yes
Gyp board column wrapping	Yes	Yes	Yes	Yes
Rated wall assemblies	Yes	Yes	Yes	Yes
Acoustical sealants	Yes	Yes	Yes	Yes
Level 4 finish	Yes	Yes	Yes	Yes
Install access panels	Yes	\$4,100 <sup>2</sup>	Yes	Yes
Operation/Maint manuals	Yes	Yes	Yes	Yes
Bonds	Yes	Yes	Yes	Yes
<b>Total to GMP</b>	<b>\$396,494<sup>3</sup></b>	\$394,100	\$401,333	\$420,890

<sup>1</sup> must match the base bid shown on the attached original bid proposal forms from each bidder

<sup>2</sup> must be documented and attached

<sup>3</sup> this amount to match the amount being requested on the attached approval letter

<sup>4</sup> this amount to match amount shown on GMP breakdown or last approved cost estimate

END OF SECTION 00 43 20