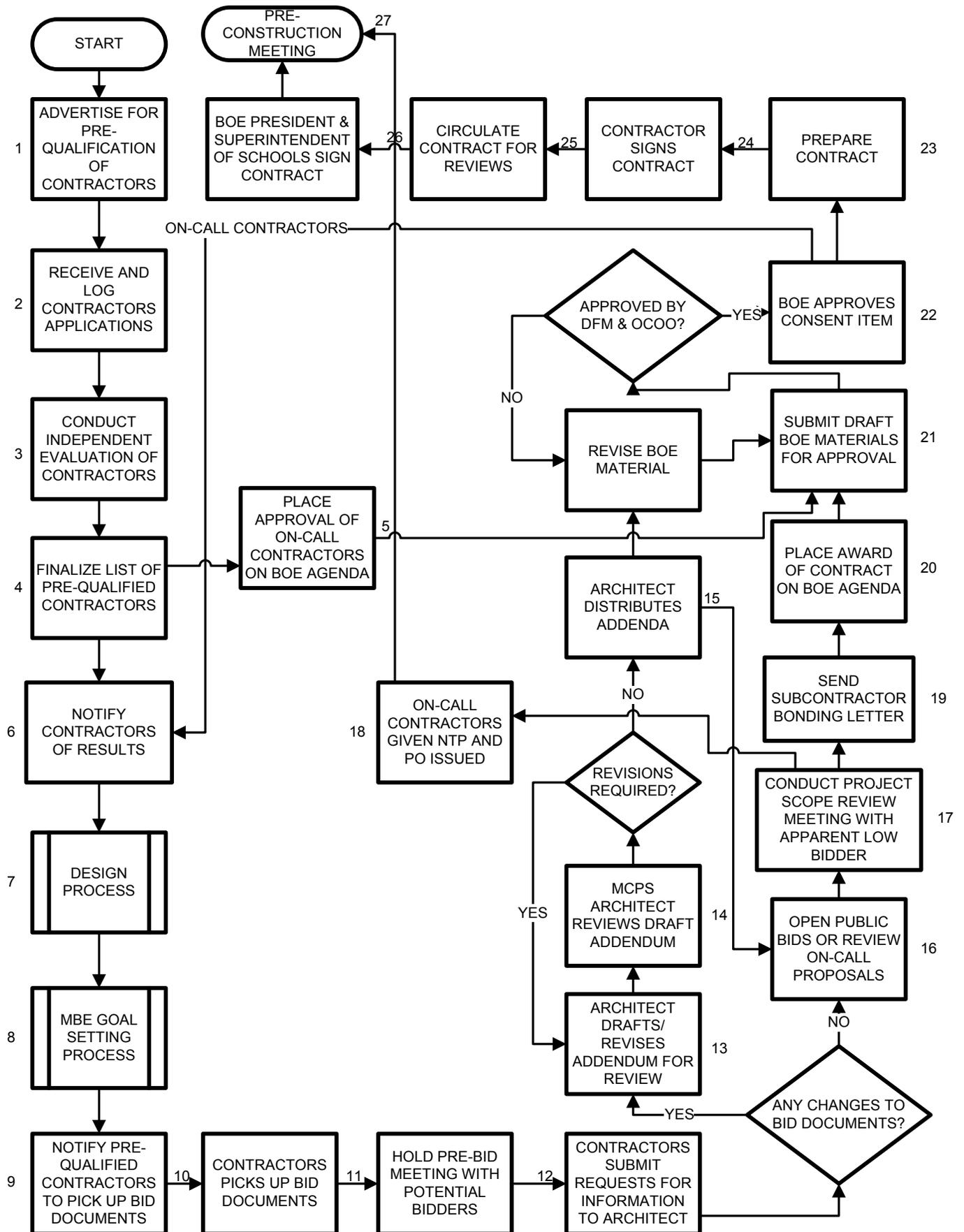


Bidding Process

Division of Construction, MCPS



BID/PROCUREMENT PROCESS

1. Advertise for pre-qualification of General Contractors, Sub-Contractors and On-Call Contractors.
2. Receive and log contractor applications.
 - Review all applications for completeness.
 - Contact firms for any deficiencies.
 - Send sub-contractor log to the Construction Managers for input.
3. Conduct an independent evaluation of contractors using an outside firm (currently Rating Source).
 - Enter data into the Rating Source system.
 - Receive completed evaluation forms with scores and comments.
 - Categorize the upcoming projects by size.
 - Review the submissions based on the largest scope of project submitted for evaluation.
 - Complete the MCPS portion of the rating considering input from the Construction Managers on the subcontractors and combine with the Rating Source evaluation scores.
4. Finalize and categorize the list of pre-qualified contractors and subcontractors.
5. The list of qualified On-Call Contractors is put on the Board agenda for approval without identifying specific projects. Proceed to #19.
6. For the General and Sub-Contractors, notify them of the results giving them a list of projects for which they are approved to bid. Give the Construction Managers an approved list of sub-contractors who can bid their jobs. The On-Call Contractors are notified of their approval.
7. The design teams are in the construction document phase of the projects and are preparing the plans and specifications for bid.
8. The MBE goals are set based on an analysis by the MBE coordinator and are submitted to the State of Maryland with the construction documents. They are then incorporated into the specifications for bidding.
9. The pre-qualified General and Sub-contractors are notified that bid documents are available for pick-up. Proposals are requested from On-Call Contractors for small, time sensitive projects on an as needed basis.
10. Contractors pick up bid documents for review and to prepare a bid.

11. A pre-bid meeting is held to answer questions and provide information to bidders.
12. Bidders submit requests for information concerning the bid documents to the architect/engineer.
13. If clarifications or changes to the documents are needed, the architect prepares a draft of an addenda responding to written RFI's and questions asked at the pre-bid meeting.
14. The MCPS architect/project manager reviews the addenda before distribution to the contractors. If revisions are required, the architect is notified to make the changes. MCPS does a final review.
15. The architect distributes addenda to the plan holders of record.
16. Bids are opened publicly and read on the bid day and time as advertised in the solicitation. Proposals for smaller projects to the On-Call Contractors are accepted on the designated day, but are not necessarily opened publicly. This is dependant of the size of the project.
 - A fund analysis is done to see if the bid is within budget.
17. A scope review is conducted with the apparent low bidder to ensure complete understanding of the contract documents and inclusion of all required elements.
18. The low bid On-Call Contractor for small projects is notified and given a notice to proceed and the project begins. A purchase order is issued by the financial team.
19. The low bidder is sent a letter requesting the required sub-contractor bonding documents as detailed in the Instructions to Bidders. This information must be received within two days of the bid for the bid to be considered responsive.
20. The award of contract is placed on the Board of Education Agenda as a consent item on the next available meeting.
21. A draft of the Board material for award of contract is prepared by the financial team in the Division of Construction for review and approval by the Director.
 - After any revisions, the draft sent to the Director of the Department of Facilities Management for review. Revisions may be made by DFM or returned to Construction for correction.
 - The final draft of Board material is sent to the Office of the Chief Operating Officer for review. Revisions may be made by OCOO or returned to DFM or Construction for correction.
22. The Board of Education approves the consent item.

23. The financial team in the Division of Construction prepares the contract documents.
24. The contractor signs and seals his signature on the contract.
25. The contract is circulated for review by all interested parties.
26. The contract is signed by the Superintendent of Schools and the president of the Board of Education.
27. The pre-construction meeting for the project is scheduled.

IGOE

State of Maryland Procurement and Finance Code (COMAR)
State of Maryland Education Code (COMAR)
MCPS Board of Education Policy

GUIDES

INPUT

Advertisement to Pre-qualify Contractors
Contractor Evaluation/Notification
Distribution of Bid Documents
Pre-Bid Meeting
Distribution of Addenda
Evaluation of Bid
Preparation of Board Material

Bidding Process

OUTPUT

Competitive Bid
Contract Award to the Lowest
Responsible Bidder

ENABLERS

Project Design Team
Fiscal Team
DOC and DFM Director
Superintendent of Schools
Board of Education