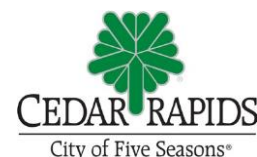


Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Bid Opening		Approved By: Doug Wilson	
Original Author(s): Nick Kariya		Original Date Issued: 04/02/2019	
Date Revised or Reviewed: 6/28/23	Revised or Reviewed by: Becky Kluesner, Debbie O'Meara, Susan Heath		Approved By: Doug Wilson
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

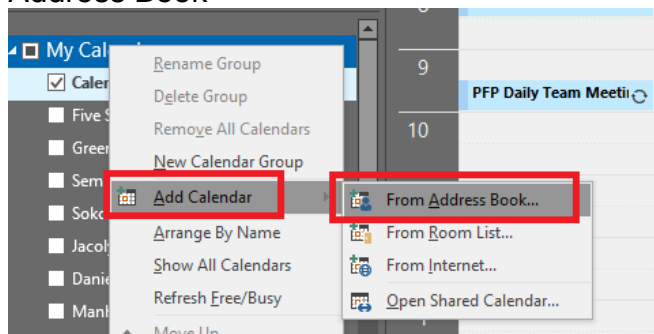
To summarize and document the process for receiving and opening project bids, and the steps to follow immediately after opening bids.

CSC Bid Schedule Calendar:

1. The "CSC Bid Schedule" Calendar in Outlook will be used to track bid opening dates, project opening numbers and names.
 - a. Open Outlook. Go to the Calendar section.



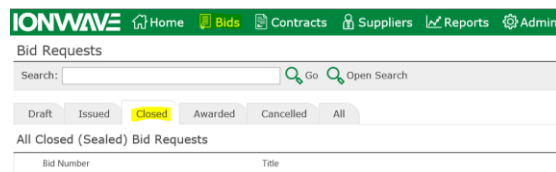
- b. Right-Click on My Calendars, and choose Add Calendar > From Address Book



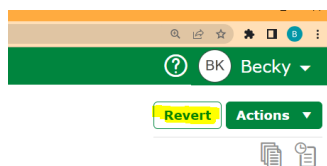
- c. Select the "CSC Bid Schedule" calendar and click "OK."
2. The PW CIP Coordinator and the Utilities Project Coordinator will maintain the CSC Bid Schedule calendar by adding the project names and numbers for opening to the appointment notes in the CSC Bid Schedule calendar.

Bid Opening Procedures: Bid Opening

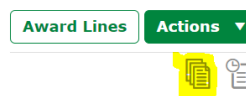
1. A Coordinator will send a Microsoft Teams meeting request to Support Staff and each Project Manager who has a bid scheduled for opening. The Support Staff member serves as a witness to the opening.
2. The bid opening is closed to the public. Instead, the bids will be opened and read aloud via teleconference through Mitel. To attend, dial 319-286-5098 and enter the participant number 695-1742. The teleconference will become available approximately 10 minutes prior to the submission deadline. This is a recurring teleconference scheduled for 11:00 a.m. bid openings on Wednesdays.
3. A Coordinator will manage the bid opening with the Project Managers including order of bid opening, who will read bid results, and if a consultant should be invited to the bid opening to overhear the results (Note: consultants are not allowed to read bid results; only City Staff may read bid results).
4. The Coordinator will log into IonWave and will share their screens with other PW staff, and consultants as applicable in Microsoft Teams.
 - a. In Ion Wave go to **Bids, Closed**, and choose the bid to open.



- b. The 'Revert' icon will be 'Unseal' when doing a live unsealing. Click the 'Unseal' icon and 'ok' to unseal.



- c. Click on 'Documents' icon below 'Actions,' go to 'Bid Tabulation by Supplier Spreadsheet' and select 'download.' An Excel spreadsheet will open with bid results.



Download	Bid Tabulation by Line Item Browser View
Download	Bid Tabulation by Supplier Spreadsheet
Download	Bid Tabulation by Supplier Spreadsheet [Old Format]

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
3 Chicks Construction	Cedar Rapids	IA	3/3/2021 08:17:04 AM (CT)	4	\$1,620.36
Snell's Services	Cedar Rapids	IA	3/4/2021 08:31:08 AM (CT)	4	\$67,250.00

5. The person who is designated to read bids will:
 - a. Announce the name of the project which is being opened.
 - b. Announce **“all bids and attachments shall be reviewed before bid results are published.”**
 - c. Read through the list of responding suppliers and their response totals.
 - d. After all bids are read aloud, remind the two lowest apparent bidders they need to mail the physical copy of their bid bonds (if applicable) to Public Works Construction Engineering
6. The Support Staff member will complete the Summary of Bids Received form for each project bid.

Refer to template – [Summary of Bids Received](#)

7. After the bid opening, each Project Manager and the Support Staff member will sign off on the completed summary of bids received to verify that all bids noted match the bids that were submitted.
 - a. If both staff members are present in the building on the day of the opening, the signatures can be obtained in person.
 - b. If one or both staff members are not present in the building, the signatures shall be obtained electronically.
 - c. Save as “[Contract No] SUMMARY OF BIDS RECEIVED” in the project folder in the CONTRACT subfolder.

Common bid issues

- Bid security:
 - The contractor may have scanned/uploaded the wrong file by mistake with their submission.
 - Common errors: incorrect bid percentage noted on bid bond form, not included with bid submittal, power-of-attorney not included, not executed by bidder and/or surety, not on appropriate form (e.g., AIA form is not typically allowed per City Attorney).
- Bid Form Attachments (Section 00410): The contractor may have scanned/uploaded the wrong file by mistake with their submission.
- Failure to attend a mandatory pre-bid meeting. Most public works projects do not have a pre-bid meeting or make attendance voluntary. However, this requirement is common on flood control and flood recovery projects. IonWave does not have a mechanism to verify bidders attended the mandatory meeting. Before reading bids aloud, check your pre-bid meeting attendance list against the

list of bids submitted. Font is different from rest of paragraph.

- Bid does not comply with requirement for DBE participation or minimum percentage of work to be performed by prime contractor (Usually applies only to Iowa DOT bid projects).

Post-Bid Opening Procedures:

Requesting Additional information from the Apparent Lowest Bidder

In accordance with the Code of Iowa, we are not allowed to have pre-qualification requirements in the bid documents. However, if an apparent low bidder is unfamiliar to Staff, we do have a right to request references and/or additional information on past projects similar in scope and/or size to the project in question.

Supplier Response Attachments

1. Once the bid opening is complete all staff members on the bid opening phone call will hang up their desk phone but will remain on the Teams meeting.
2. The Project Coordinator will open each closed bid for that day, go to **Bids, Closed, Documents, Supplier Response Attachments** (scroll to the very bottom of the screen).
3. Open each response attachment to ensure each document is complete and signed. The PM who attended the bid opening is responsible for reviewing each of these documents.

Supplier Response Attachments

Download All	Line	File Name	Description
B.G. Brecke, Inc.			
Download	Header	Bid Bond Signed.pdf	Bid Bond
Download	Header	Bidder Status Form Signed.pdf	Bid Attachments
Rathje Construction Co.			
Download	Header	Bid Bond - Sanitary Sewer Point Repair #2.pdf	Bid Bond
Download	Header	Bidder Status - Sanitary Sewer Point Repair #2.pdf	Bid Attachments

4. The PM will email the Construction Contract Coordinator confirming the Supplier Response Attachments have been reviewed and approved.
5. If it is determined that any of the attachments submitted by the bidders are missing, incomplete, or inaccurate, the Project Manager shall immediately notify their Program Manager and the City Engineer for next steps. After review by the City Engineer and depending on the situation, a recommendation may be made to City Council to waive the irregularity and award a project to the lowest apparent bidder. During the review period, bid results shall not be published.

Report on Bids Letter

1. The PW Support Staff member that attends the bid opening will prepare the report on bids letter for CIP bids. The recommendation to further review the bids or award the contract will be noted in the letter.

Refer to template – [Letter, Report on Bids](#)

2. Enter the bid information to the template, low to high. Save as “[Contract No] LTR REPORT ON BIDS” in the project folder in the COUNCIL

subfolder.

3. Letter must be printed on city letterhead, reviewed and signed by the Project Manager, then scanned as a pdf to the same project file using the same naming convention.

Filing Bid Tabulation By Line Item Spreadsheet in BIDTAB Folder

1. The PW Support Staff member that attends the bid opening will save a copy of the Bid Tabulation By Line Item Spreadsheet from IonWave in the following folder:

Refer to folder – [BidTabByLineItemSpreadsheets](#) (link only works for City staff)

2. Rename Excel Document to: Bid_20230628_304512-01 – (Bid_YearMonthDay_Contract No.)

Filing Bid Documents – Construction Contract Coordinator

1. Download and save a copy of all documents submitted to IonWave into the CONTRACT subfolder for the project.
 - a. Go to <http://citycrbids.ionwave.net> and open the subject project.
 - b. Go to the 'Documents' section.
 - c. Scroll down to "Supplier Response Attachments". Choose the 'Download All' button to retrieve a zip file that contains copies of the bid bonds, bidder status forms, and supplier response for each bidder. Unzip the file and copy and paste all of the documents to the BID SUBMISSIONS folder.
 - d. Open the 'SUMMARY OF BIDS RECEIVED' pdf document and save as "[Contract No] SECTION 300 BID SUBMISSIONS" in the CONTRACT folder; insert the 'Supplier Response' for each bidder into the document from low to high and save.
2. Upload the 'SECTION 300 BID SUBMISSIONS' into OnBase.

Returning Bid Bonds:

1. The bid bonds of lowest two bidders are returned to the Contractors by the Construction Contract Coordinator for PW projects, or the Utilities Project Coordinator for Utility projects, with the original executed contract at time of Notice to Proceed.
2. Use language similar to below, in memo format, when returning bid bonds.
 - o Enclosed is your bid bond that was submitted with your bid for the Prairie Creek West of 6th Street SW to J Street SW Sanitary Sewer Improvements project (Contract No. 655028-13).
 - o Enclosed are your Bid Bonds (2) that were submitted with your bids for the following projects: FY19 Sanitary Sewer Point Repairs

project (Contract No. 655996-15) and C Street and Kirkwood Service Zones Boundary Improvements project (Contract No. 2018061-01).

3. The Construction Contract Coordinator will keep track of the bonds returned per project, with date of mailing, in a spread sheet located in <W:\CONSTRUCTION\CONTRACT ADMINISTRATION\BID BOND RETURN> (link only works for City staff)